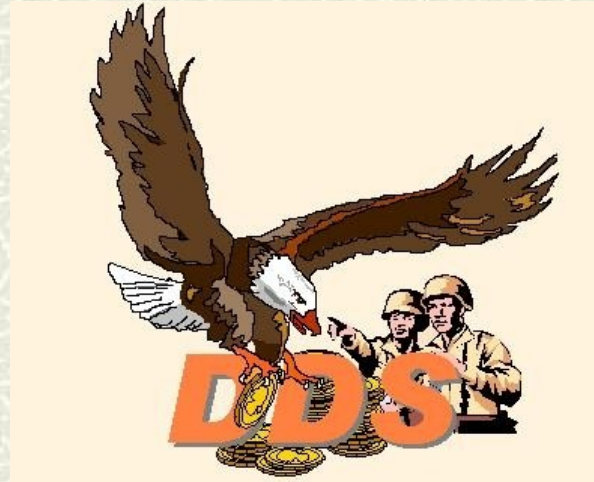




US ARMY FINANCIAL MANAGEMENT COMMAND



Disbursing Agent Training

United States Army Financial Management Command
(USAFMCOM)

Operational Support Team

Updated 3 May 2013



AGENDA

Action, Condition, Standard

Module 1 - Transfer of Accountability (TOA)

Module 2 - DDS Transactions

- Advance A Cashier
- Update Warm/Hot List from ECC AKO page
- Add a Line of Accounting
- Upload an APC file
- Edit a Default Line of Accounting
- Voucher Series Setup
- Clear A Non-Sufficient Funds Check
- Cash Received from Bank



AGENDA

▶ **#Module 3 - Limited Depositary Account (LDA)**

- Add an LDA
- Add Funds to an LDA
- Cash Withdraw from an LDA
- Post a Payment to an LDA
- Post Interest/Service Charges to an LDA
- Reconcile an LDA

▶ **#Module 4 - Close Business Day**

- Approve a Batch in OTCnet
- Acknowledge a Batch in OTCnet (Offline)
- Confirm Cashier's 1081
- Create Deposit Ticket for Sales
- Retrieve OTCnet Deposit Ticket for checks



AGENDA

- **Download Voucher Report in CIR**
- **Create Deposit Ticket in DDS for Checks**
- **Create Debit Voucher for Loads**
- **Print Voucher Control Log**
- **Create DA 1081/Finalize DA 2665**
- **Create MILPAY Interface File**
- **Create/Retrieve RFT**
- **Create an Export**
- **Close of Day Sequence/Checklist**



AGENDA

- ▶ **#Module 5 - Create an FMST Site**
- ▶ **#Module 6 - System Access Request**
- ▶ **#Module 7 - OTCnet System Administration**
- ▶ **#Module 8 - Physical Security/ECC Forms**
- ▶ **#Module 9 - Contact Information**



ACTION, CONDITIONS, STANDARD

#**ACTION:** Perform Disbursing Agent operations utilizing the functional financial systems within disbursing.

#**CONDITION:** You have a requirement to perform disbursing operations with a computer loaded with the Deployable Disbursing System (DDS) software, EagleCash (EC) software, and Over The Counter Channel Application (OTCnet) software. The user will have access to the DoDFMR Volume 5, DDS Manual, EC Manual, OTCnet Manual, local standard operating procedures, standard office supplies, and equipment.

#**STANDARD:** The students will have successfully conducted disbursing agent functions within DDS, EC, and OTCnet, and receive a GO on the following actions:

1. Properly open daily business.
2. Set-up user IDs and Profiles in DDS, EC/SVC
3. Request FM systems access to CIR and PIR, EC-AKO, Corps2 Server, and OTCnet.
4. Properly advance/clear agent funds.



MODULE 1 - TRANSFER OF ACCOUNTABILITY





STEPS TO TAKE DURING A TOA

- Verify funds with subagents
- Verify batch list for checks on hand that have not been deposited
- Verify loss of funds (DDS Balance vs. DD2667) and supporting documentation
- Verify Non Sufficient Funds (NSF) checks and supporting documentation
- Both DA's verify funds
- Create new DA and vault code
- Conduct vault-to-vault transfer
- New DA confirms vault transfer
- DA closes DD Form 2665
- DA does a "blank" RFT to the DDO



STEPS TO TAKE DURING A TOA

- Ensure a good left seat/right seat ride is conducted.
- Vault combinations, access codes, keys and access rosters MUST be changed the same day the vault to vault is conducted.
- Inactivate all outgoing unit's users in DDS
- Ensure all passwords/User IDs are granted prior to outgoing unit's departure (OTCnet, DDS, Corps2 Server, ITS.gov, FRB email).
- Update and sign DA Form 3161 for FRB equipment and forward to USAFMCOM/ FRB.
- Obtain all current SOP's, Policy Letters, and Internal Control Inspection Checklists.



CHANGING THE BUSINESS DAY

The screenshot shows a Windows-style dialog box titled "DDS Set Business Day". It contains the following fields and controls:

- "Prior Business Date: 07/30/2009 A"
- "*Current Calendar Date:" followed by a text box containing "07/30/2009" and a downward arrow button.
- "*Current Business Date:" followed by a text box containing "07/31/2009", a downward arrow button, and a dropdown menu currently showing "A". This dropdown menu is circled in red.
- A checkbox labeled "Last Business Day of Accounting Period." which is currently unchecked.
- "OK" and "Cancel" buttons at the bottom.

- After a business day is closed, DDS will prompt the DA to set the current business day after logging in the next time.
- Ensure both the calendar date and current business date are the same.



EXCHANGE RATE SETUP

Note:
Before
exiting
exchange
rate set up
screen,
click print
button to
generate
"exchange
rate sheet"

Enter the day's FC
exchange rates here and
they will appear in the
grid below

This is the 3 or 5
day rate obtained
from ITS.gov (FTF
operations)

08/29/2012 A *Currency Code: FC 2

☒ Daily Exchange Rates?

	Prior	*Current
Accommodation:	50	49
Prevailing:	50	49
Official:	50	49
Average:		
International EFT:	50	49

Curr Code	Accommodation	Prevailing	Official	Average	International EFT
F1	50	50	50		
FC	49	49	49		49

Accommodation rate is used to calculate FC amounts on accountability reports, vouchers or outgoing exchange transactions.

Prevailing (a.k.a reconversion) rate is used to calculate FC purchases (e.g., when a cashier receives foreign currency in exchange for US currency).

Official rate is used to calculate the U.S. dollar value of Limited Depositary Accounts (LDAs) and checks written from LDAs.

Average rate is used when the disbursing office uses the same exchange rate for all foreign currency transactions.

Rate utilized for foreign currency ITS.gov payments. Usually not the same rate as any of the previous rates.

Daily rates must be input and saved for all Currency codes (if applicable)



EXCHANGE RATE SETUP

DAILY EXCHANGE RATE SHEET
49 FC to the DOLLAR

<u>DOLLAR</u>	<u>FC</u>	<u>DOLLAR</u>	<u>FC</u>	<u>DOLLAR</u>	<u>FC</u>
1.00	49.00	41.00	2,009.00	81.00	3,969.00
2.00	98.00	42.00	2,058.00	82.00	4,018.00
3.00	147.00	43.00	2,107.00	83.00	4,067.00
4.00	196.00	44.00	2,156.00	84.00	4,116.00
5.00	245.00	45.00	2,205.00	85.00	4,165.00
6.00	294.00	46.00	2,254.00	86.00	4,214.00
7.00	343.00	47.00	2,303.00	87.00	4,263.00
8.00	392.00	48.00	2,352.00	88.00	4,312.00
9.00	441.00	49.00	2,401.00	89.00	4,361.00
10.00	490.00	50.00	2,450.00	90.00	4,410.00
11.00	539.00	51.00	2,499.00	91.00	4,459.00
12.00	588.00	52.00	2,548.00	92.00	4,508.00
13.00	637.00	53.00	2,597.00	93.00	4,557.00
14.00	686.00	54.00	2,646.00	94.00	4,606.00
15.00	735.00	55.00	2,695.00	95.00	4,655.00
16.00	784.00	56.00	2,744.00	96.00	4,704.00
17.00	833.00	57.00	2,793.00	97.00	4,753.00
18.00	882.00	58.00	2,842.00	98.00	4,802.00
19.00	931.00	59.00	2,891.00	99.00	4,851.00
20.00	980.00	60.00	2,940.00	100.00	4,900.00
21.00	1,029.00	61.00	2,989.00	101.00	4,949.00
22.00	1,078.00	62.00	3,038.00	102.00	4,998.00
23.00	1,127.00	63.00	3,087.00	103.00	5,047.00
24.00	1,176.00	64.00	3,136.00	104.00	5,096.00
25.00	1,225.00	65.00	3,185.00	105.00	5,145.00
26.00	1,274.00	66.00	3,234.00	106.00	5,194.00
27.00	1,323.00	67.00	3,283.00	107.00	5,243.00
28.00	1,372.00	68.00	3,332.00	108.00	5,292.00
29.00	1,421.00	69.00	3,381.00	109.00	5,341.00
30.00	1,470.00	70.00	3,430.00	110.00	5,390.00
31.00	1,519.00	71.00	3,479.00	111.00	5,439.00
32.00	1,568.00	72.00	3,528.00	112.00	5,488.00
33.00	1,617.00	73.00	3,577.00	113.00	5,537.00
34.00	1,666.00	74.00	3,626.00	114.00	5,586.00
35.00	1,715.00	75.00	3,675.00	115.00	5,635.00
36.00	1,764.00	76.00	3,724.00	116.00	5,684.00
37.00	1,813.00	77.00	3,773.00	117.00	5,733.00
38.00	1,862.00	78.00	3,822.00	118.00	5,782.00
39.00	1,911.00	79.00	3,871.00	119.00	5,831.00
40.00	1,960.00	80.00	3,920.00	120.00	5,880.00



VAULT INFO

DDS [CIN-51758990] - [Main]

File Processing Vault Check/EFT Reports Sys

- Vault Info
- Agent Info
- Cash Received from Bank
- Overdraft/Underdraft
- Vault-to-Vault Transfer
- LDA Maintenance
- LDA Cash Withdrawal

Vault Info or Vault Ledger -
Allows users with "Maintains Vault"
or "System Admin" privileges to
view the denominational breakdown
of U.S. and Foreign Currency (FC) in
the vault.

After selecting vault code, click print to
print the complete vault ledger, US, FC,
LD, etc.



*User Id: DDO

*Vault Code: BJ

*Currency Code: US

Denomination	Quantity	Amount
100 DOLLAR BILL	1500	150,000.00
50 DOLLAR BILL	1500	75,000.00
20 DOLLAR BILL	1700	34,000.00
10 DOLLAR BILL	1500	15,000.00
5 DOLLAR BILL	1500	7,500.00
2 DOLLAR BILL	0	0.00
1 DOLLAR BILL	1500	1,500.00

Amount: 283,000.00

Amount U.S. Eq: 283,000.00

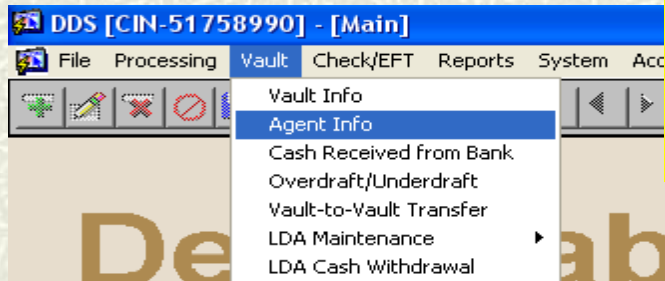
Neg Inst Amount: 0.00

Neg Inst Amount U.S. Eq: 0.00



AGENT INFO

Agent Info - Lists all agents with funds outstanding and their balances as of the last DD Form 1081.



Agent Information 07/28/2010 A

08/04/2010 11:59:05

Parent Site	Site	User	Last DD1081	Curr Cd	Exch Rt	Cash Bal	Cash US Equiv	III Bal	III US Equiv	Other Bal
00001	10001	CA1	Cashier, One	FC	100	1,700,000.00	17,000.00000	.00	.00000	
				US	1	37,000.00	37,000.00000	.00	.00000	0.00000
			Total Funds				54,000.00000			
10001	11111	FST	Cashier, Cashi	FC	100	300,000.00	3,000.00000	.00	.00000	
				US	1	47,000.00	47,000.00000	.00	.00000	0.00000
			Total Funds				50,000.00000			

System



ADD USERS TO DDS - ADMINISTRATOR

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Site Accounting Check/EFT Archive/Purge PCC Queue Maintenance SVC Queue Maintenance

User Setup Office Setup Voucher Series Setup/Reset Currency Configuration Vault Setup DO Setup

- System
- Site
- User Setup

*Site Id: 40000 FOB ECCERS Last Update: 10/31/2012 A

*User Id: ADM ☐ Inactive User

Name: ADMIN ADMIN

(*Last, *First, MI)

*SSN: 123121212

Signature Block: ADMIN

PCC Login ID:

SVC Login ID:

NMC Login ID:

User can Perform the Following Functions

<input type="checkbox"/> Agent Functions	<input type="checkbox"/> Change Business Day
<input type="checkbox"/> Deputy Agent	<input type="checkbox"/> Certify Disbursement Voucher
<input type="checkbox"/> Mainframe Vault	<input type="checkbox"/> Certify Collection Voucher
<input checked="" type="checkbox"/> System Admin	<input type="checkbox"/> Print Checks
<input type="checkbox"/> Accounting	<input type="checkbox"/> Input Voucher
<input type="checkbox"/> Office Manager	<input type="checkbox"/> Payroll Preparer
<input type="checkbox"/> Payroll Certifier	

Password Appointment Memorandum VCT Access

Agent Information Only

*Rank: SSG Date of Last 2665:

*DEROS: 01/31/2020 Total Balance: .00

Admin User



ADD USERS TO DDS - DISBURSING AGENT

*SSN:

Signature Block:

PCC Login ID:

SVC Login ID:

NMC Login ID:

User can Perform the Following Functions

<input type="checkbox"/> Agent Functions	<input checked="" type="checkbox"/> Change Business Day
<input checked="" type="checkbox"/> Deputy Agent	<input type="checkbox"/> Certify Disbursement Voucher
<input checked="" type="checkbox"/> Maintains Vault	<input type="checkbox"/> Certify Collection Voucher
<input type="checkbox"/> System Admin	<input type="checkbox"/> Print Checks
<input type="checkbox"/> Accounting	<input type="checkbox"/> Input Voucher
<input checked="" type="checkbox"/> Office Manager	<input type="checkbox"/> Payroll Preparer
<input type="checkbox"/> Payroll Certifier	

Disbursing Agent User

Appointing authority

DO or Commander Name: (*Last, *First, MI) ☐

*Title *DOD Component/organization

*Effective date *Type *Amount

Additional responsibilities include:

Additional regulations:



ADD USERS TO DDS - CERTIFIER

*SSN: 123456789

Signature Block: CERTIFIER

PCC Login ID:

SVC Login ID:

NMC Login ID:

User can Perform the Following Functions

- | | |
|--|--|
| <input type="checkbox"/> Agent Functions | <input type="checkbox"/> Change Business Day |
| <input type="checkbox"/> Deputy Agent | <input checked="" type="checkbox"/> Certify Disbursement Voucher |
| <input type="checkbox"/> Maintains Vault | <input checked="" type="checkbox"/> Certify Collection Voucher |
| <input type="checkbox"/> System Admin | <input type="checkbox"/> Print Checks |
| <input type="checkbox"/> Accounting | <input type="checkbox"/> Input Voucher |
| <input type="checkbox"/> Office Manager | <input type="checkbox"/> Payroll Preparer |
| <input type="checkbox"/> Payroll Certifier | |

Password

Appointment Memorandum

VCT Access

Certifier User

Appointing authority

DO or Commander Name:
(*Last, *First, MI)

TYSON

OMAR

S

*Title

DISBURSING OFFICER

*DOD Component/organization

FOB EGGERS

*Effective date

10/31/2012

Additional responsibilities include:

Additional regulations:

OK

Cancel

Print DD 577



ADD USERS TO DDS - CASHIER

*SSN: 987654321
Signature Block: CASHIER
PCC Login ID: AAATE001
SVC Login ID: DISB101
NMC Login ID:

User can Perform the Following Functions

<input checked="" type="checkbox"/> Agent Functions	<input type="checkbox"/> Change Business Day
<input type="checkbox"/> Deputy Agent	<input type="checkbox"/> Certify Disbursement Voucher
<input type="checkbox"/> Maintain Vault	<input type="checkbox"/> Certify Collection Voucher
<input type="checkbox"/> System Admin	<input type="checkbox"/> Print Checks
<input type="checkbox"/> Accounting	<input checked="" type="checkbox"/> Input Voucher
<input type="checkbox"/> Office Manager	<input type="checkbox"/> Payroll Preparer
<input type="checkbox"/> Payroll Certifier	

- Cashier User
- Must pay special attention to the interface user IDs for OTCnet and EC.

Password Appointment Memorandum VCT Access

Appointing authority

DO or Commander Name:
(*Last, *First, MI) JORMAN RONALD

*Title DISBURSING OFFICER *DOD Component/organization WHISKEY DETACHMENT

*Effective date 02/11/2011 *Type CASHIER *Amount 500,000.00

Additional responsibilities include:

Additional regulations:

OK

1

Print DD 577



VAULT-TO-VAULT (V2V) TRANSFER

(1 of 4)

System	Accounting	Screen	Window	Help
Site	User Setup			
Accounting	Office Setup			
Check/EFT	Voucher Series Setup/Reset			

*SSN: 400404004

Signature Block: DISBURSING AGENT

PCC Login ID:

SVC Login ID:

NMC Login ID:

User can Perform the Following Functions

<input type="checkbox"/> Agent Functions	<input checked="" type="checkbox"/> Change B
<input checked="" type="checkbox"/> Deputy Agent	<input type="checkbox"/> Certify Disbursement Voucher
<input checked="" type="checkbox"/> Maintaining Vault	<input type="checkbox"/> Certify Collection Voucher
<input type="checkbox"/> System Admin	<input type="checkbox"/> Print Checks
<input type="checkbox"/> Accounting	<input type="checkbox"/> Input Voucher
<input checked="" type="checkbox"/> Office Manager	<input type="checkbox"/> Payroll Processing
<input type="checkbox"/> Payroll Certifier	

System	Accounting	Screen	Window	Help
Site	User Setup			
Accounting	Office Setup			
Check/EFT	Voucher Series Setup/Reset			
Archive/Purge	Currency Configuration			
PCC Queue Maintenance	Vault Setup			
SVC Queue Maintenance	DO Setup			
	Replication			

Site Id: 00005 REMOTE SITE 5 - KANDAHAR DA

*User Id: JCK

User Name: DA, NEW

*Vault Code: JK

☒ Inactive Vault

Vault Description: NEW DISBURSING AGENT

There are four stages to taking over an account within DDS.

- 1. Establish a new user (DA).
- 2. Establish a new vault (inactive).
- 3. Print vault ledger, then transfer (V2V) funds to new user. The new user will verify amount against the DD Form 1081.
- 4. The new user will accept funds via vault to vault in DDS.

- System; Site; Vault Setup
- The "Vault Code" will be new DA initials (first/last name).
- Check the "Inactive Vault" box. Only one vault can be active at a time at a remote site.
- Enter a description of the new DAs vault.
- Once all information is entered, select save and a window will appear stating the new vault was successfully inserted.

Forms

Information: Vault JK was successfully inserted.

OK



VAULT-TO-VAULT (V2V) TRANSFER

(2 of 4)

- After vault setup, outgoing DA will transfer funds to new DA.
- Vault
- Vault-to-Vault Transfer

- On the V2V 1081, the "Issuing User ID", "Issuing User Site Number", and "Name of Issuer" will
- Select receiving user ID, Issuer vault code, and "Full" for type of advance.
- All funds and documents outstanding under outgoing DA will transfer over to new DA.
- Select save.
- A window with the V2V 1081 will appear. DA will print form.

Vault Check/EFT Reports Sys

Vault Info
Agent Info
Cash Received from Bank
Overdraft/Underdraft
Vault-to-Vault Transfer

Issuing User Id: DA1 *Issuer *Receiving User Id/Site:
Issuing User Site Number: 10001 Vlt Code Name of Receiver: JCK10001
Name of Issuer: PABLO SANCHEZ *Receiver Vlt Code

☐ Return ☐ Partial ☒ Advance ☐ Full

Confirm Reject

STATEMENT OF AGENT OFFICER'S ACCOUNT
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

	a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending Bal (In agent's account)
0 1	Balance Forward:	.00	.00	.00	.00
1 2	U.S. Dollars:	.00	.00	.00	.00
3	Foreign Curr(U.S. Equivalent):	.00	.00	.00	.00

SEQUENCE # 1 STATEMENT OF AGENT OFFICER'S ACCOUNT 02/17/2012 14:49:48

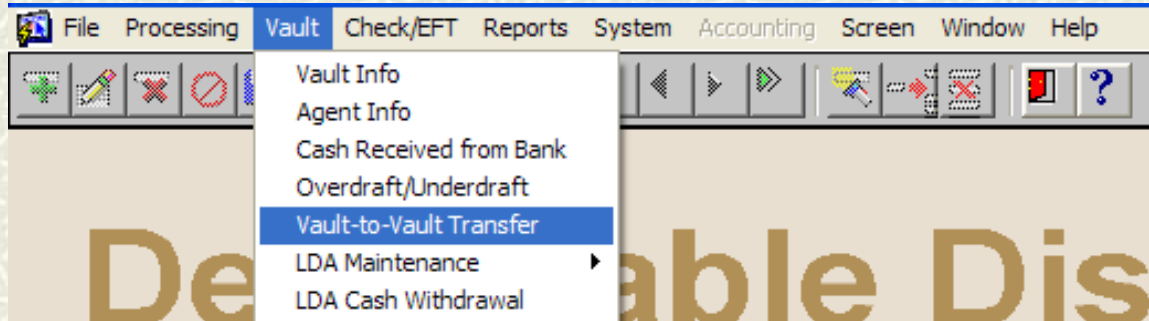
DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING STATION SYMBOL NUMBER RONALD JORMAN FOB WHISKEY 8550	AGENT OFFICER'S NAME, GRADE, SSN, UNIT ADDRESS (Include ZIP Code/AF0 number and Telephone number) JAMES C KELLEY *****4554 FOB WHISKEY
---	--



VAULT-TO-VAULT (V2V) TRANSFER

(3 of 4)

- The old and new DA will verify the funds in the vault against the ledger and the V2V 1081.
- Once vault has been verified, the new DA will log in and accept the funds.
- In order for the new DA to accept the funds, the DA will select:
 - Vault
 - Vault-to-Vault Transfer
- The vault will automatically switch from the out-going to the incoming DA (switch the activation between DAs)





VAULT-TO-VAULT (V2V) TRANSFER

(4 of 4)

- A V2V 1081 will be available for the new DA.
- The new DA will select the correct vault code under the "Receiver Vlt Code" and then "confirm."
- The new DA will denominate the funds received according to the bills on-hand (on ledger or V2V 1081).

Issuing User Id: DA1 *Issuer *Receiving User Id/Site: JCK10001
 Issuing User Site Number: 10001 Vlt Code PS Name of Receiver: JAMES C KELLEY
 Name of Issuer: PABLO SANCHEZ *Receiver Vlt Code JK

☐ Return
☒ Advance

☐ Partial
☒ Full

Confirm

STATEMENT OF AGENT OFFICER'S ACCOUNT
 TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending Bal (In agent's account)
0 1 Balance Forward:		.00		1,062,500.00
1 2 U.S. Dollars:	950,000.00			
3 Foreign Curr(U.S. Equivalent):	112,500.00			
4 Military Payment Certificates:	.00			

Curr Code	On Hand	Amount	Exch Rate	US Equiv
US	N/A	950,000.00	1	950,000.00

Forms

Continue with confirmation?

OK

Denominations	Before Qty	After Qty	Count	Amount
100 DOLLAR BILL	0	8,910	8910	891,000.00
50 DOLLAR BILL	0	678	678	33,900.00
20 DOLLAR BILL	0	198	198	3,960.00
10 DOLLAR BILL	0	801	801	8,010.00
5 DOLLAR BILL	0	653	653	3,265.00

For Vault: \$950,000.00



FINALIZE THE DD 2665

User Code: Date of Last DD2665:
 Name: Business Date:

SECTION I -- SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS

LINE NO.		TODAY	CUMULATIVE
1.	Accountability -- Beginning	1,218,141.03	1,010,256.41
2.	Advances	100.00	100.00
	a. Cash	<input type="text" value="100.00"/>	
	b. Prepositioned Checks	<input type="text"/>	
	c. Other	<input type="text"/>	
3.	Voucher Collections	10.00	107,894.62
4.	Treasury Check Issues	.00	.00
	a. Vouchered	<input type="text"/>	
	b. Other	<input type="text"/>	
5.	Transfers from Other Disbursing Officers		100,000.00
6.	Exchange		
7.	Other		

Page: ?

***After the V2V close the business day and send an RFT to the DDO.**

DAILY AGENT ACCOUNTABILITY SUMMARY

1. DATE 12/02/2009 A

SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS

a. LINE NO.	b. DESCRIPTION	c. TODAY	d. CUMULATIVE
(1)	ACCOUNTABILITY - BEGINNING	1,218,141.03	1,010,256.41
(2)	I ADVANCES a.CASH 100.00 b.PREPOSITIONED CHECKS c.OTHER	100.00	100.00
(3)	N VOUCHERED COLLECTIONS	10.00	107,894.62



OFFICE SETUP

- The DA must change the office name once their unit has taken over, or the location of the Finance Office changes.

Deploy

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Site Accounting Check/EFT Archive/Purge PCC Queue Maintenance SVC Queue Maintenance User Setup Office Setup Voucher Series Setup/Reset Currency Configuration Vault Setup DO Setup

*Parent Site Id: *Site Id: 00001 Main *DSSN: 8550

*Department of: ARMY ☐ Inactive

☐ Person ☒ Institution

USAFMCOM

Address

☐ US ☒ Foreign

DFAS INDIANAPOLIS

☒ EDA/MyPay

☒ Advice of Payment

☐ SSN on AOP

☒ PCC

☒ SVC

☐ IPAC

*Actg Svc: STANFINS *Actg Type: Non-Integrated GLAC: 63 ☐ ODS WCD:

*DDS Login: CAC PWD with Override CAC ONLY CAC PWD with Override CAC PWD without Override *Parent FSN/*AAA: S09076 UIC:

Phone: 317-510 MILPAY Interface Type ☒ DTMS ☐ DTNRS

Active	Parent Site Id	Site Id	Site Type	Office Name
YES		00001	MAIN	USAFMCOM
YES	00001	10001	REMOTE	CAMP ALPHA
YES	00001	20001	REMOTE	FOB BRAVO
YES	00001	30001	REMOTE	CHARLIE DETACHMENT



CHANGE DISBURSING OFFICER

- When the FMSU Disbursing Officer goes through a Transfer of Accountability the DA will have to update their database with the new information.
- **DO NOT MAKE THIS CHANGE UNLESS INSTRUCTED TO DO SO BY THE DDO**

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Site User Setup



*DO Code: AC ☒ Current DO Stop Date:

*Offic (Last) *DO Code: ☒ Current DO Stop Date:

*Officer (Last, First, MI):

*Sig *Signature Block:

Predecessor DO Code Last Predecessor DO's DO

Forms

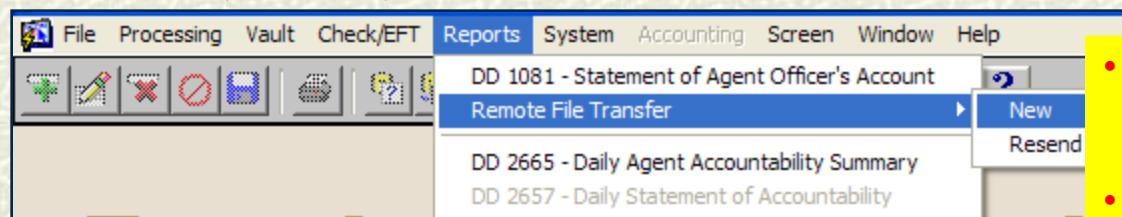
Information: Disbursing officer successfully changed. All appointment memorandums have been terminated. Please access user setup and add the new appointment memorandum information for all users.

OK

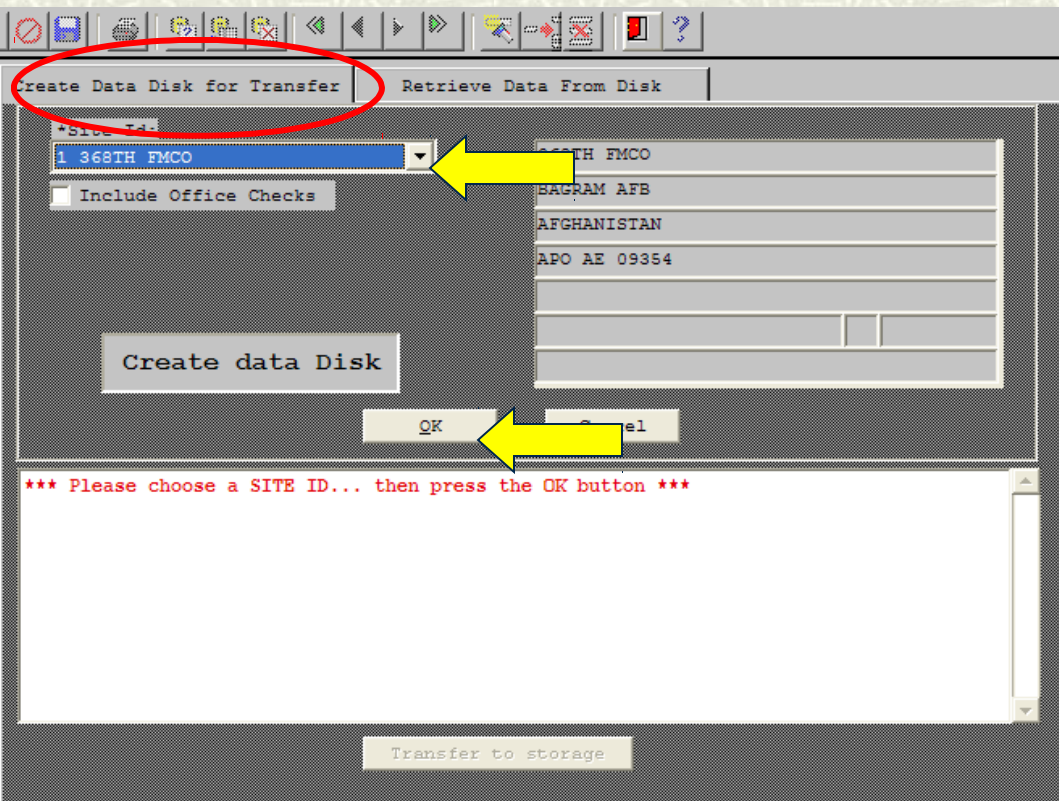


REMOTE FILE TRANSFER (RFT) - "BLANK"

(1 of 3)



- Once "New" is selected, a window will appear with two tabs.
- DDS defaults to the "Create Data Disk for Transfer."
- Select the appropriate "Site Id" that DDS should be transferring to.
- Select "OK" to generate the RFT file.
- Once generated, the remarks window will state that the file has been created, and the "Transfer to storage" button will become enabled.
- Select the "Transfer to storage" button, and place in the folder where the RFT files will be maintained.





REMOTE FILE TRANSFER (RFT) - "BLANK"

(2 of 3)

Create Data Disk for Transfer Retrieve Data From Disk

*Site Id:
1 368TH FMCO

☐ Include Office Checks

368TH FMCO
BAGRAM AFB
AFGHANISTAN
APO AE 09354

Question

Create File for Transfer to another Site?

Yes

*** Please choose a SITE ID... then press the OK button ***

Information

This file must be processed even though no DD 1081s were attached since the information can be important and necessary to the destination site.

OK

*** When Storage is ready push the button at the bottom of the screen ***
*** NOTE: regardless of whether a DD1081 was created ***
*** There is information on this file that MUST BE SENT!!!

PROCESS IS COMPLETE. File ready to be copied to diskette.

If this is a large transfer this will take several minutes

Transfer to storage

PROCESS IS COMPLETE. File ready to be copied to diskette

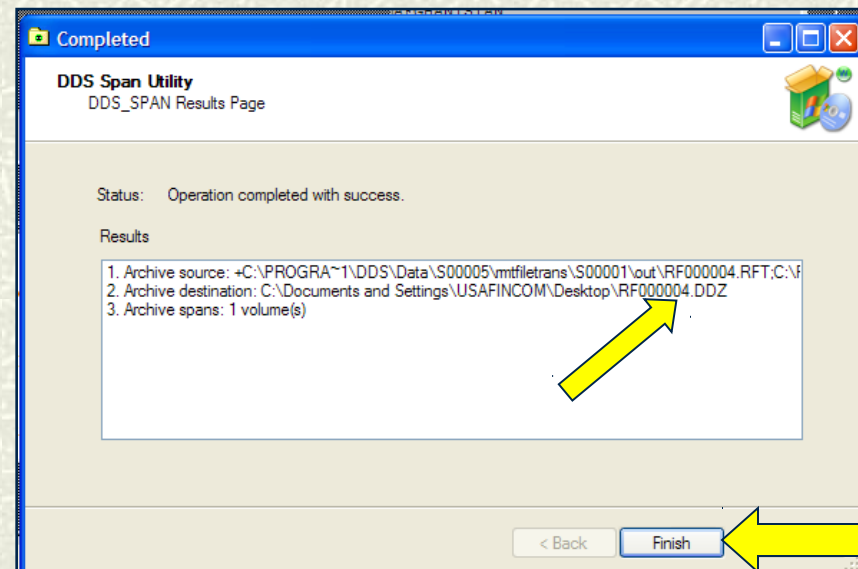
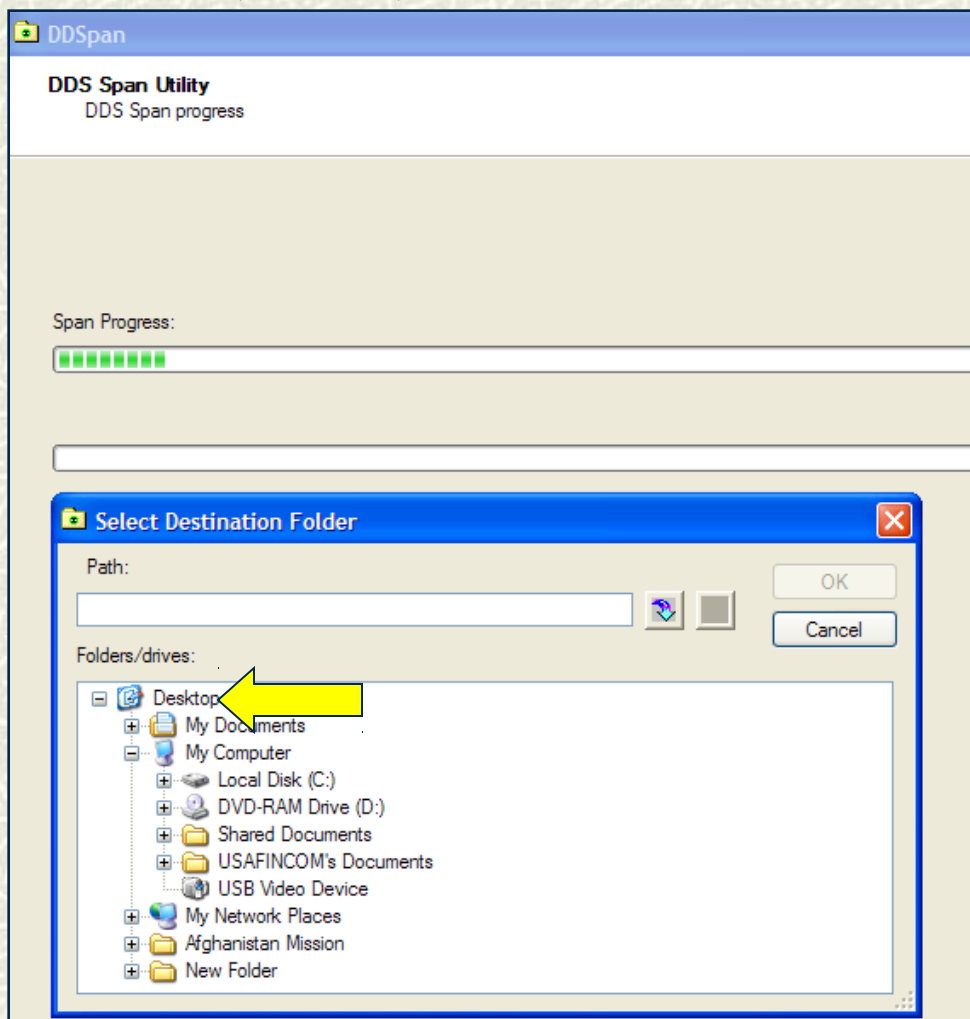
If this is a large transfer this will take several minutes

Transfer to storage



REMOTE FILE TRANSFER (RFT) - "BLANK"

(3 of 3)





MODULE 2 - DDS TRANSACTIONS





ADVANCE A CASHIER

(1 of 4)

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

DD 1081 - Statement of Agent Officer's Account
Remote File Transfer
DD 2665 - Daily Agent Accountability Summary

****Ensure agent has been created in DDS.**

- Reports
- DD 1081

Issuing User Id: JCK Receiving User Id/Site:
Issuing User Site: 10001 Name of Receiver:
Name of Issuer: JAMES C KELLEY

☐ Return
 ☐ Partial
 ☐ Advance
 ☐ Full

CA310001
 CA410001
 CA510001
 CA610001
 FST11111
 HOC10001

STATEMENT OF AGENT OFFICER'S ACCOUNT
TRANS AFFECTING AGENT OFFICER'S ACCOUNT

a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending Bal (In agent's account)
0 1 Balance Forward:	.00	.00	.00	.00
1 2 U.S. Dollars:	.00	.00	.00	.00
3 Foreign Curr(U.S. Equivalent):	.00	.00	.00	.00
4 Military Payment Certificates:	.00	.00	.00	.00
2 5 Collections:	.00	.00	.00	.00
3 6 Deposits:	.00	.00	.00	.00
4 7a NI: Treasury Checks:	.00	.00	.00	.00
7b Military Payment Orders:	.00	.00	.00	.00

Business Day: 12/02/2009 A Sequence Number:

• Select the cashier to be advanced.



ADVANCE A CASHIER

(2 of 4)

- Once the user ID has been selected, their name and advance will automatically populate.

Issuing User Id: JCK Receiving User Id/Site: CA110001

Issuing User Site: 10001 Name of Receiver: CASHIERONE CASHIERONE

Name of Issuer: JAMES C KELLEY

☐ Return
 ☐ Partial
 ☒ Advance
 ☐ Full

Generate Vouchers Confirm Reject

STATEMENT OF AGENT OFFICER'S ACCOUNT
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending Bal (In agent's account)
0 1 Balance Forward:	.00			
2 U.S. Dollars:	.00			
3 Foreign Curr(U.S. Equivalent):	.00			

0 1 2 3

Curr Code On Hand Amount Exch Rate US Equiv
 US 1,000,000.00 .00

U.S. Dollar: .00
 Foreign Currency (U.S. Equivalent):
 Military Payment Certificates:

Clear OK Cancel

- Select the currency to advance. (block 2 - US/ block 3 - FC)
- Once selected, another window will appear.
- Click the small vault to denominate from the DA's vault.



ADVANCE A CASHIER

(3 of 4)

- The DA will denominate the currency advanced.
- Once denomination is complete, select "ok."

User Id: Currency Code: Exchange Rate: *Vault Code:

Currency Amt Entered for Vault: US Equiv Entered For Vault:

Denominations	Before Qty	After Qty	Count	Amount
100 DOLLAR BILL	0	0	0	.00
50 DOLLAR BILL	0	0	0	.00
20 DOLLAR BILL	0	0	0	.00
10 DOLLAR BILL	0	0	0	.00
5 DOLLAR BILL	0	0	0	.00
2 DOLLAR BILL	0	0	0	.00
1 DOLLAR BILL	1,000,000	750,000	250000	250,000.00
1 DOLLAR COIN	0	0	0	.00
50 CENTS	0	0	0	.00

Total Currency Amt Entered: Total US Equiv Entered:

Hand	Amount	Exch Rate	US Equiv
00.00	250,000.00	1	250,000.00

- Once selected, a window will appear stating the amount pulled from the DAs vault.
- Select "ok."

U.S. Dollar:

Foreign Currency (U.S. Equivalent):

Military Payment Certificates:



ADVANCE A CASHIER

(4 of 4)

- Advance amount will now populate the DD Form 1081.
- Click block 12 to recalculate the columns.
- Block 12 will now update with the total amount advanced to the cashier.
- Print 2 copies of the 1081, DA and Cashier sign both and each keep a copy.

Issuing User Id: JCK Receiving User Id/Site: CA110001

Issuing User Site: 10001 Name of Receiver: CASHIERONE CASHIERONE

Name of Issuer: JAMES C KELLEY

☐ Return
☒ Advance

Generate Vouchers Confirm

	a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending Bal (In agent's account)
0	1 Balance Forward:	.00	1,750.00	.00	1,750.00
1	2 U.S. Dollars:	250,000.00	.00	.00	.00
	3 Foreign Curr(U.S. Equivalent):	.00	.00	.00	.00
	4 Military Payment Certificates:	.00	.00	.00	.00
2	5 Collections:	.00	.00	.00	.00
3	6 Deposits:	.00	.00	.00	.00
4	7a NI: Treasury Checks:	.00	.00	.00	.00
	7b Military Payment Orders:	.00	.00	.00	.00
5	7c.1 NI: EFT For Cash:	.00	.00	.00	.00
	7c.2 NI: Dishonored Checks:	.00	.00	.00	.00
	7c.3 Other Negotiable Instruments:	.00	.00	.00	.00
6	8 Paid Vouchers:	.00	.00	.00	.00
	9 Incorrect Vouchers Ret:	.00	.00	.00	.00
	10.1 Overdrafts:	.00	.00	.00	.00
7	10.2 Loss of Funds:	.00	.00	.00	.00
	10.3 Transfers In and Out:	.00	.00	.00	.00
	10.4 Stored Value Card Load:	.00	.00	.00	.00
	11 Stored Value Card Sales:	.00	.00	.00	.00
	12 Total Funds:	.00	1,750.00	.00	1,750.00

SEQUENCE # 1 STATEMENT OF AGENT OFF

DISBURSING OFFICER'S NAME, ADDRESS,
DISBURSING STATION SYMBOL NUMBER

RONALD JORMAN
DFAS INDIANAPOLIS

DSSN 8550

AGE
(IN
CASH

FOB

TRANSACTIONS AFFECTING AGENT

Total Funds:

.00

251,750.00

.00

251,750.00



ADD A LINE OF ACCOUNTING

****If the Finance Office receives an LOA that is not in DDS the DA must verify with the RM that issued the LOA that it is a valid LOA, if valid, the DA must add it.**

- Select the "add" record button.
- Once selected, a blank line will appear. The DA will need to complete the LOA with a min. of "FY", "APC", and "FSN."
- If the DA has more information, then it should be added at that time.
- Once all of the information has been entered, the DA will select the "save" key.

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Site Accounting Check/EFT Archive/Purge Setup Default Tables

REC TFO APC EOR

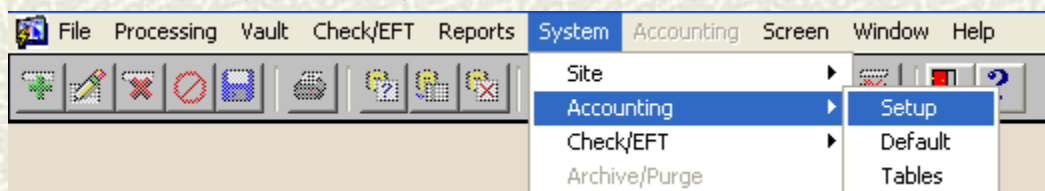
*DPI	Cd	*FY	*APC	APC	TFO/	*Stk	Appn	Basic	Fund	Dept	Sym	Limit	OA	ASN	AMS	UIC	*FSN	Ldgr	Trns
			9999		N	21	2020	0000	2A	B3AW	996600000000	WOUCAA	012161	01					
	8		0232		N	21	2020	0000	22	0204	135198000000	000000	099999	12					
	8		0P26		N	21	2020	0000	22	8412	4347164000		099999	12					
	8		1643		N	21	2010	0000	90	0000	5D2A1P000000	000000	012120	06					
	8		1644		N	21	2010	0000	90	0000	5D1A1P000000	000000	012120	06					
	8		1812		N	21	2020	0000	90	0000	000000000000		018128	06					
	8		2032		N	21	2020	0000	90	0000	000000000000		092032	06					
	8		2125		N	21	2020	0000	90	0000			041133	06					
	8		2141		N	21													
	8		2174		N	21													
	8		217D		N	21													
	8		217M		N	21													
	8		217P		N	21													
	8		217S		N	21													
	8		217T		N	21													
	8		2231		N	21	2020	0000	90	0000	000000000000		009076	06					
	8		2238		N	21	2020	0000	90	0000	000000000000		009076	06					

Purge Upload

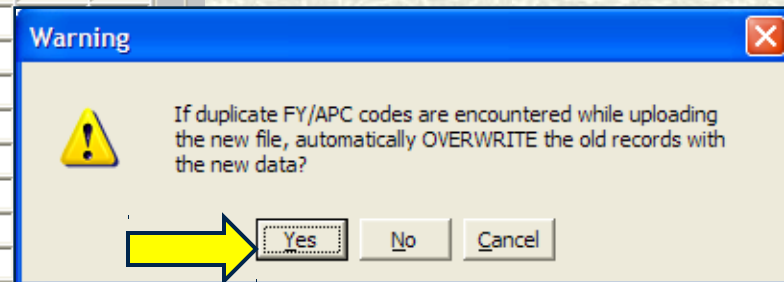
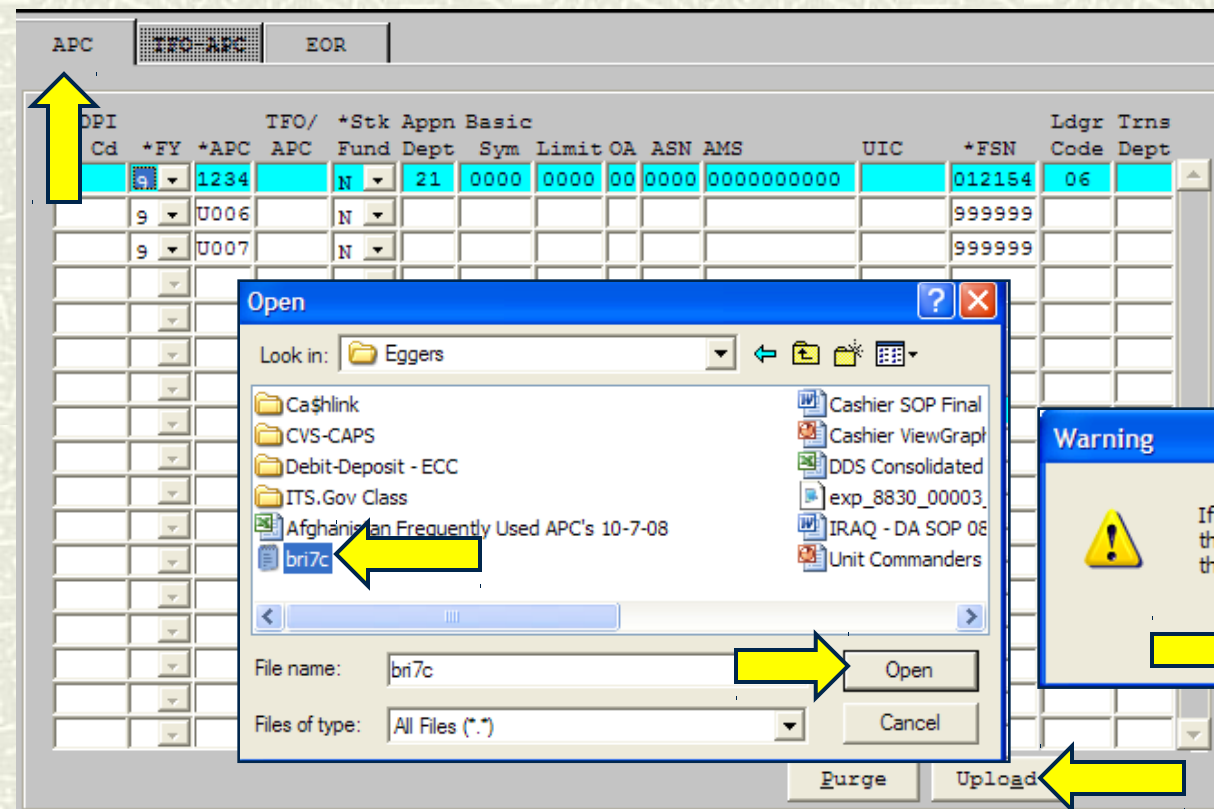


UPLOAD AN APC FILE

(1 of 2)



- Once the APC file has been received from DFAS-Rome, the new APCs will have to be uploaded into DDS.
- The new APCs should be
- Once the APC window appears, select the folder where the file is stored.
- Select the file, and open.
- Select "yes" to overwrite the old records.





UPLOAD AN APC FILE

(2 of 2)

- A window will open for the upload to begin, and select "begin upload."
- Once "begin upload" is selected, a window will appear stating to update the Stock Fund assignments, select "ok."
- The process will begin, and when complete, the "done" key will become enabled.
- Select "done" and the APC window will be refreshed with the new list of APCs.

APC File Upload

Total Records: 0
Loaded: 0
New: 0
Duplicate(s): 0
Error(s): 0
Percent Complete

Begin Upload Done

Forms

Information: Stock Fund assignments must be updated.

OK

APC File Upload


Total Records: 7075
Loaded: 7075
New: 6983
Duplicate(s): 0
Error(s): 92
Percent Complete

Begin Upload Done

APC

TFO-APC

EOR



PI

TFO/

*Stk Appn Basic

Ldgr Trns

Cd

*FY

*APC

APC

Fund Dept

Sym

Limit OA

ASN


AMS


UIC

*FSN

Code

Dept





9999

N

21

2020

0000

2A

B3AW

996600000000

WOUCAA

012161

01

8

0232

N

21

2020

0000

22

0204

135198000000

000000

099999

12

8

0P26

N

21

2020

0000

22

8412

4347164000

099999

12

8

1643

N

21

2010

0000

90

0000

5D2A1P000000

000000

012120

06

8

1644

N

21

2010

0000

90

0000

5D1A1P000000

000000

012120

06

8

1812

N

21

2020

0000

90

0000

000000000000

018128

06

8

2032

N

21

2020

0000

90

0000

000000000000

092032

06

8

2125

N

21

2020

0000

90

0000

041133

06

8

2141

N

21

2020

0000

90

0000

009057

06

8

2174

N

21

2020

0000

90

0000

000000000000

000000

009076

06

8

217D

N

21

2020

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009076

06

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217M

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2020

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009076

06

8

2231

N

21

2020

0000

90

0000

000000000000

009076

06

8

2238

N

21

2020

0000


90

0000

000000000000

009076

06



Purge

Upload



EDIT A DEFAULT LOA

Each Component of each Service, enlisted and officer has their own LOA for military payments.

- These need to be updated at the beginning of each FY
- DA will select the "edit" key and change the FY.
- Click "save" after each line is updated.

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Site Accounting Check/EFT Archive/Purge

Setup Default Tables

☒ Military Payments
 ☐ Suspense
 ☐ Special 1100

*Branch of Service:
 ☒ Army
 ☐ Air Force
 ☐ Marine Corps
 ☐ Navy

*Duty Status:
 ☐ Active
 ☒ Reserve

*Enlistment Status:
 ☐ Enlisted
 ☒ Officer

*Payment:
 ☐ Advance
 ☒ Casual
 ☐ Other

Sub-Component: ARMY RESERVE

Pay Group:

Accounting Lines

DPI

CD	FY	APC	EOR
	0	P217	4140

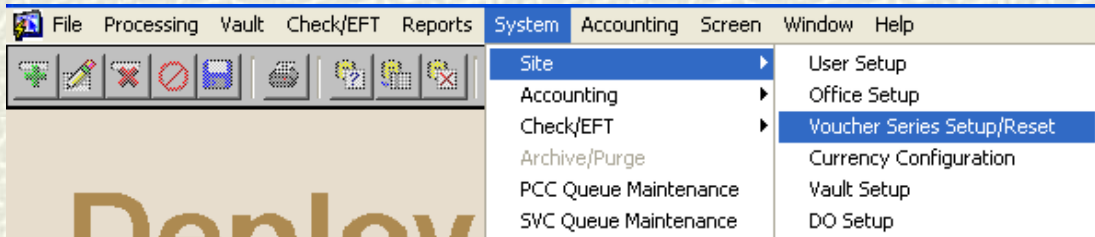
21 0 2010 0000 01 1100 ZB14M400000 4140 P217 0123

*FY	*APC	EOR	Document Reference	IBOP	*ODC	Mat Qty	Mat Cd	Disc



VOUCHER SERIES SETUP

Voucher Series Setup/Reset



Reset Series Reset All

Voucher Series	Description	Range	Range Available	Last Used Number
CV	COLLECTION VOUCHERS	000001 - 099999	10000 - 19999	010001
MP1	RESERVE COMPONENT PAYROLLS LESS THAN	100001 - 149999	101000 - 101999	000000
MP2	RESERVE COMPONENT PAYROLLS MORE THAN	150001 - 199999	151000 - 151999	000000
CA1	VENDOR PAY	200001 - 299999	201000 - 201999	201000
ST1	CIVILIAN PAY	300001 - 399999	301000 - 301999	000000

*Site ID	*Range Start	*Range End	*Date Assigned	
10001	010000	019999	07/02/2009	A
11111	010900	010999	07/09/2009	A

- The DA will reset their voucher numbers at the beginning of each **FY** once confirmation has been received from the DDO.
- The “Reset Series” button will clear out the vouchers for a specific set.
- The “Reset All” button will clear all the vouchers in the system.



NON-SUFFICIENT FUNDS (NSF) CHECK

Clear NSF Check Advanced From The DDO To DA (1 Of 3)

Vault Check/EFT Reports System Accounting Screen Window Help

DD 1081 - Statement of Agent Officer's Account

Remote File Transfer

DD 2665 - Daily Agent Accountability Summary

Issuing User Id: DDO Receiving User Id/Site: DA220000
 Issuing User Site: 00001 Name of Receiver: FOBFENTY DISBURSINGAGENT
 Name of Issuer:

☐ Recursion
☐ Advance

Generate Vouchers

Confirm

STEP 3

STATEMENT OF AGENT OFFICER'S ACCOUNT
 TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

a. Transaction b. Increase
 (Received by agent)

3	6	Deposits:						
4	7a	NI: Treasury Checks:	.00					
	7b	Military Payment Orders:	.00					
5	7c.1	NI: EFT For Cash:	.00					
	7c.2	Dishonored Checks:	150.00					
	7c.3	Other Negotiable Instruments:	.00					
6	8	Paid Vouchers:						

Forms



Information: Incoming DD1081 must be processed



STEP 1

STEP 2

Check or Tracer Number

Date	Curr Code	Amount	Exch Rate	US Equiv	NI Type	Payee
01/23/2012	US	150.00	1	150.00	PC	DUNCAN, TIM

STEP 2a

Page: 1

SEQUENCE # 3 STATEMENT OF AGENT OFFICER'S

DISBURSING OFFICER'S NAME, ADDRESS,
 DISBURSING STATION SYMBOL NUMBER
 OMAR S TYSON
 8899 EAST 56TH STREET
 INDIANAPOLIS, IN 46249-3000
 DSSN 8850

AGENT OFFICER'S
 (Include ZIP Code)
 FOBFENTY D
 *****1212
 FOB FENTY



NON-SUFFICIENT FUNDS (NSF) CHECK

Clear NSF Check Advanced From The DDO To DA (2 Of 3)

File Processing Vault Check/EFT Reports System Accounting

Exchange Transactions (U.S./Foreign Currency)

Disbursements

Collections

Deposit

Debit Voucher

Loss of Funds

Deferred Voucher

Transfer In or Out

Redeem Uncollectable Checks

Appropriation Transfers

Dishonored Checks

Name	SSN	Curr Code	NI Number	NI Date	Original Amt
TIM DUNCAN	576289191	US	6370	01/23/2012	150.00

Selected Balance:

[Details](#)

Payment Received

Amount	NI Type	NI Number	NI Date	Vault ID

☒ Person ☐ Institution

Last Name First Name MI SSN

[Available NIs](#)

Payment Total:

☐ Receipt Requested

Ensure the "receipt requested" box is checked. This will allow a receipt to be printed for the customer. This receipt is important in case the NSF is later collected from their pay.



NON-SUFFICIENT FUNDS (NSF) CHECK

Clear NSF Check Advanced From The DDO To DA (3 Of 3)

Dishonored Checks				
Name	SSN	Curr Code	NI Number	
<input checked="" type="checkbox"/> TIM DUNCAN	576289191	US	6370	0

Payment Received				
Amount	NI Type	NI Number	NI Date	Vault ID
150.00				

☒ Person ☐ Institution

Last Name: DUNCAN First Name: TIM MI: SSN: 576289191

Available NIs

User Id: DA2	Currency Code: US	Exchange Rate: 1	*Vault Code: D2
Currency Amt Entered for Vault: 150.00	US Equiv Entered For Vault: \$150.00		
Currency Amt to Distribute: 150.00	Remaining Currency Amt to Distribute: .00		

Denominations	Before Qty	After Qty	Count	Amount
100 DOLLAR BILL	500	500	0	.00
50 DOLLAR BILL			0	.00
20 DOLLAR BILL			7	140.00
10 DOLLAR BILL			1	10.00

Forms



Be sure to return check to customer, check has been fully redeemed.



Dishonored Checks		
Name	SSN	Curr Code



CASH RECEIVED FROM BANK

(1 Of 2)

DDS [CIN-51758990] - [Main]

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Vault Info
Agent Info
Cash Received from Bank
Overdraft/Underdraft

*Type
☐ Check ☐ EFT ☒ Cash

Check/Tracer Nbr	Bank Date	Amt

Cash Amount
100

User Id: DDO Currency Code: US Exchange Rate: 1 *Vault Code: BJ

Currency Amt Entered for Vault: 100.00 US Equiv Entered For Vault: \$100.00

Currency Amt to Distribute: 100.00 Remaining Currency Amt to Distribute: .00

*Curr Cd	*Amount	*Exch Rate

*Total US Equivalent:

Denominations	Before Qty	After Qty	Count	Amount
100 DOLLAR BILL	1,500	1,500	0	.00
50 DOLLAR BILL	1,500	1,500	0	.00
20 DOLLAR BILL	1,700	1,700	0	.00
10 DOLLAR BILL	1,500	1,500	0	.00
5 DOLLAR BILL	1,500	1,500	0	.00
2 DOLLAR BILL	0	0	0	.00
1 DOLLAR COIN	0	0	0	.00
1 DOLLAR BILL	1,500	1,400	100	100.00
50 CENTS	0	0	0	.00

Total Currency Amt Entered: 100.00 Total US Equiv Entered: \$100.00

OK Cancel Clear

Cash Received from Bank - Allows users to process cash received from bank into the accountability based on a previously prepared check, EFT or cash (exchange for a different currency) (AAFFS/Postal Change)

Amount/denominations you are giving out i.e. AAFFS requests 100 \$1 bills



CASH RECEIVED FROM BANK

(2 Of 2)

DDS [CIN-51758990] - [Cash Received from Bank]

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

New

*Type
☐ Check ☐ EFT ☒ Cash

Check/Tracer Nbr Bank Date Amt

Cash Amount
100.00

Amount/denominations you are **receiving** i.e. AAFES requests 100 \$1 bills and **gives you 1 \$100 bill**

*Curr Cd *Amount *Exch Rate

US 100.00

Denominations	Before Qty	After Qty	Count	Amount
100 DOLLAR BILL	1,500	1,501	1	100.00
50 DOLLAR BILL	1,500	1,500	0	.00
20 DOLLAR BILL	1,700	1,700	0	.00
10 DOLLAR BILL	1,500	1,500	0	.00
5 DOLLAR BILL	1,500	1,500	0	.00
2 DOLLAR BILL	0	0	0	.00
1 DOLLAR COIN	0	0	0	.00
1 DOLLAR BILL	1,400	1,400	0	.00
50 CENTS	0	0	0	.00

Total Currency Amt Entered: 100.00 Total US Equiv Entered: \$100.00

OK Cancel Clear

*Total US Equivalent: \$100.00



MODULE 4 - CLOSE BUSINESS DAY





STEPS TO TAKE WHEN CLEARING A CASHIER

- Have the supervisor/certifier review all paperwork to ensure that it is filled out correctly
- Verify cashier's OTCnet batch list against their DD 2664, CCV's and trial DD 2665, once verified have the supervisor approve/upload the cashier's batch
- Ensure cashier returns all checks to the DA on the DD 1081
- Verify the load report and sales receipts match the DD 2664 and trial DD 2665
- Verify the DD 117 and DD 1351-6 for all local pays to ensure amounts match the DD 1081 and DD 2665
- Count the cashier's money and verify that the amount on hand or turned in matches the DD 1081 and DD 2665
- Ensure the cashier places their TR file for all ECC transactions in the shared folder
- **IF ANY AMOUNT DIFFERS DO NOT ACCEPT**



OTCnet APPROVE A BATCH

Batch Approver - CCS (Disbursing Agent or Certifier Use Only) (1 of 5)

Location: Home » Check Processing » Batch Management

Search Batch

Search Batch

Batch Search Conditions

<< < 1 - 10 > >> of 56 Records

Select	OTC Endpoint	ALC + 2	Description
Check All / Clear All			
<input checked="" type="checkbox"/>	9999101001	9999101001	13 FMC TX

Batch ID:

Cashier ID:

Batch Status:

Select	Status	Description
Check All / Clear All		
<input type="checkbox"/>	OPEN	Open - accepting new checks
<input checked="" type="checkbox"/>	CLOSED	Closed - no new checks
<input type="checkbox"/>	APPROVED	Approved - ready for settlement process
<input type="checkbox"/>	FORWARDED	Forwarded - sent for settlement

Cancel Search



OTCnet APPROVE A BATCH

Batch Approver - CCS (Disbursing Agent or Certifier Use Only) (2 of 5)

Item ID	ALC + 2	Proc. Method	Item Type	IRN	Cashier	Captured Date	Account I	Bank No	Check	Amount	Status
2869	1111874801	Customer Present	Personal	1810077702	sopsup02	4/1/2012 3:19:11 AM	12128827	0631021	0610	33.00	Void
2868	1111874801	Customer Present	Non-Personal	1810077702	sopsup02	4/1/2012 3:17:47 AM	99985841	1011083	0164	100.00	Approved
2867	1111874801	Customer Present	Personal	1810077702	sopsup02	4/1/2012 3:16:20 AM	12126609	0430002	0622	25.00	Approved

From the View Checks page, click the Item ID of each scanned check to verify details

Check Image

Check Information

Name	Value
Amount	100.00
IRN	181007770203200000454
SSN	123456789

TEST IMAGE-TEST IMAGE-TEST IMAGE

PAY TO THE ORDER OF Test Check \$ 100⁰⁰

one hundred and 00/100

SAMPLE - NOT NEGOTIABLE

99985841

Show Item Void Receipt Print Item



OTCnet APPROVE A BATCH

Batch Approver - CCS (Disbursing Agent or Certifier Use Only) (3 of 5)

Location: [Home](#) » [Check Processing](#) » [Batch Management](#)

Summary of Batches

View Batches

<<First <Prev 1 Next> Last>> | 1 out of 1 pages | 1 to 1 out of 1 records |

Select Check All / Clear All	Batch ID	Creator	OTC Endpoint	ALC+2	Created On	Total Item C	Total Amount	Status	Active Flag
<input type="checkbox"/>	10F3F7CE-EF88-48E5-B9D9-A34BB56936F1	aaateo01	9999101001	9999101001	2/13/2012 12:55:33 PM	3	600.00	CLOSED	✓

Select

[Check All](#) / [Clear All](#)

☒

Previous

Cancel

Activate/Deactivate

Close Batch

Approve

Approve Batch

Approve Batch

Batches to be Approved

Number of Batches to be Approved: 1

Batch ID	OTC Endpoint	ALC + 2	Item Count	Total Amount
10F3F7CE-EF88-48E5-B9D9-A34BB56936F1	9999101001	9999101001	3	600.00

<< Previous

Confirm



OTCnet APPROVE A BATCH

Batch Approver - CCS (Disbursing Agent or Certifier Use Only) (4 of 5)

- Confirm that the batch list has been printed.
- The batch list will serve as negotiable instruments until cleared with a **Deposit Ticket from FRB.**

Approve Batch

Approve Batch

Batch Report

OTC Endpoint	Description	ALC + 2	Batch ID	Creator	Created On	Total Item Count	Total Amount	Approved Item Count	Approved Amount	Void Item Count
9999101001	13 FMC TX	9999101001	10F3F7CE-EF88-48E5-B9D9-A348B56936F1	aaateo01	02/13/2012 12:55:33 PM ET	4	1000.00	3	600.00	1

Cancel

Confirm Report Print To Approve



Batch List

Batch : 10F3F7CE-EF88-48E5-B9D9-A348B56936F1

Date: 2/24/12 4:19PM

Printed By: Agency Aalesa

OTC Endpoint: 9999101001 - 13 FMC TX
ALC + 2: 9999101001

Processing Method: Customer Present

KEY - (S) Status: (A) Approved, (V) Void, (T) Type: (P) Personal, (N) NonPersonal

S	T	IRN	Capture Date Time	Bank No.	Account No.	Check No.	Amount	User Defined Fields
V	P	150917770221100000723	2/13/12 2:27PM	256074974	88888921	0728	\$400.00	SSN : 212112211
A	P	150917770221100000722	2/13/12 2:26PM	256074974	88888921	0728	\$300.00	SSN : 545445544
A	P	150917770221100000721	2/13/12 1:12PM	256074974	88888921	0728	\$200.00	SSN : 878778787
A	P	150917770221100000720	2/13/12 12:58PM	256074974	88888921	0728	\$100.00	SSN : 123456798

Sub Total: Count: 3 Amount: \$600.00
OTC Endpoint Total: Count: 3 Amount: \$600.00



OTCnet APPROVE A BATCH

Batch Approver - CCS (Disbursing Agent or Certifier Use Only) (5 of 5)

DDS Transmission in progress...

DDS Transmission completed!

Approve Batch

Approve Batch

Batches has been Approved

Number of Batches Approved: 1

Batch ID	OTC Endpoint	ALC + 2	Item Count	Total Amount
10F3F7CE-EF88-48E5-B9D9-A34BB56936F1	9999101001	9999101001	3	600.00

[Return to Batch Summary](#)

[Return Home](#)



OTCnet APPROVE A BATCH OFFLINE

(1 of 2)

OTCnetSM
Deposits Made Simple

Check Processing Administration

Manage Verification Batch Management Upload Batch Acknowledge Batch

Select Batch(es) to Upload

<<First<Prev 1 Next>Last>> | 1 out of 1 pages | 1 to 1 out of 1 records | 15

Select	Batch ID	Creator	OTC Endpoint	ALC+2	Created On	Total Item Count	Total Amount	Status	Active Flag
<input checked="" type="checkbox"/>	A4547FA6-F	abagra01	0000883001	0000883001	2/21/2012 8:49:15 PM	2	45.00	APPROVED	✓

Cancel Upload Batch

Review the Batch(es) to be Uploaded

Batches to be Uploaded

Number of Batches to be Uploaded: 1

Batch ID	Creator	OTC Endpoint	ALC + 2	Created On	Total Item Count	Total Amount	Status	Active Flag
A4547FA6-FB67-4CE7-970F-E4B729A74963	abagra01	0000883001	0000883001	02/21/2012 11:49:15 PM ET	1	20.00	APPROVED	✓

Previous Cancel Submit

• Uploading a batch can only occur when a batch is in "Approved" status.

• A CCS is the only authorized role who can upload a batch in the Offline application

As this process communicates with the OTCnet server, the Offline application will prompt the CCS to enter his/her Online password

This action requires you to provide your Online User ID and Online Password.

Online User ID:

Online Password:

Login Cancel



OTCnet APPROVE A BATCH OFFLINE

(2 of 2)

Batch Upload

Synchronize with Secondary Storage was successful.(batch A4547FA6-FB67-4CE7-970F-E4B729A74963)
 batch upload for A4547FA6-FB67-4CE7-970F-E4B729A74963 started
 Batch A4547FA6-FB67-4CE7-970F-E4B729A74963 is sent successfully
 Task completed successfully
 Please Close to continue.

100% Complete

Close

Upload Batch Confirmation

Batches that have been Uploaded

Number of Batches that have been successfully Uploaded: 1

Batch ID	Creator	OTC Endpoint	ALC + 2	Created On	Total Item Count	Total Amount	Status	Active Flag
A4547FA6-FB67-4CE7-970F-E4B729A74963	abagra01	0000883001	0000883001	02/21/2012 11:49:15 PM ET	1	20.00	SENT	✓

Batches that failed to Upload

Number of Batches that failed to Upload: 0

Batch ID	Creator	OTC Endpoint	ALC + 2	Created On	Total Item Count	Total Amount	Status	Active Flag
----------	---------	--------------	---------	------------	------------------	--------------	--------	-------------

Return Home



OTCnet ACKNOWLEDGE A BATCH OFFLINE

(1 of 2)

- A CCS is the only authorized user who has access to the Acknowledge Batch task in the Offline application

Select Batch(es) to Acknowledge

<<First<Prev 1 Next>Last>>| 1 out of 1 pages | 1 to 1 out of 1 records | 15 ▾

Select	Batch ID	Creator	OTC Endpoint	ALC+2	Created On	Total Item Count	Total Amount	Status	Active Flag	U
<input checked="" type="checkbox"/>	47FA6-FB67	abagra01	0000883001	0000883001	2/21/2012 8:49:15 PM	2	45.00	SENT	✓	1

- This process communicates with the OTCnet server, the Offline application will prompt the CCS to enter his/her Online password

Cancel Acknowledge Batch

Review the Batch(es) to be Acknowledged

Batches to be Acknowledged

Number of Batches to be Acknowledged: 1

Batch ID	Creator	OTC Endpoint	ALC + 2	Created On	Total Item Count	Total Amount	Status	Active Flag
A4547FA6-FB67-4CE7-970F-E4B729A74963	abagra01	0000883001	0000883001	02/21/2012 11:49:15 PM ET	1	20.00	SENT	✓

Previous Cancel Submit

This action requires o
provide your o

Online User ID:

Online Password:

.....

Login Cancel



OTCnet ACKNOWLEDGE A BATCH OFFLINE

(2 of 2)

Batch Acknowledgement

Task started
Complete: A4547FA6-FB67-4CE7-970F-E4B729A74963
Task completed successfully
Please Close to continue.

The Acknowledge Batch Confirmation page appears with the batch details of which batches successfully / failed to upload. Click "Return Home"

Close

Acknowledge Batch Confirmation

Batches that have been Acknowledged

Number of Batches that have been successfully Acknowledged: 1

Batch ID	Creator	OTC Endpoint	ALC + 2	Created On	Total Item Count	Total Amount	Status	Active Flag
A4547FA6-FB67-4CE7-970F-E4B729A74963	abagra01	0000883001	0000883001	02/21/2012 11:49:15 PM ET	1	20.00	ACKNOWLEDGED	✓

Batches that failed to Acknowledge

Number of Batches that failed to Acknowledge: 0

Batch ID	Creator	OTC Endpoint	ALC + 2	Created On	Total Item Count	Total Amount	Status	Active Flag
----------	---------	--------------	---------	------------	------------------	--------------	--------	-------------

Return Home



CONFIRM CASHIER'S DD 1081

(1 of 5)

Issuing User Id: Receiving User Id/Site:

Issuing User Site: Name of Receiver:

Name of Issuer:

☒ Return
 ☐ Partial
 ☐ Advance
 ☒ Full

Generate Voucher **STEP 2** Confirm Reject

STATEMENT OF AGENT OFFICER'S ACCOUNT
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

	a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending Bal (In agent's account)
0	1 Balance Forward:		1,500.00		1,510.00
1	2 U.S. Dollars:			1,500.00	
	3 Foreign Curr(U.S. Equivalent):			10.00	
	4 Military Payment Certificates:				
2	5 Collections:				
3	6 Deposits:				
4	7a NI: Treasury Checks:				
	7b Military Payment Orders:				

Business Day: Sequence Number:

Forms

Information: Incoming DD1081 must be processed

STEP 1 OK



CONFIRM CASHIER'S DD

1081

(2 of 5)

Curr Code	On Hand	Amount	Exch Rate	US Equiv
STEP 3a	9,925.00		STEP 3b	1

U.S. Dollar:

Foreign Currency (U.S. Equivalent):

Military Payment Certificates:

Clear OK

User Id: MTK Currency Code: US Exchange Rate:

Denominations	Denom Value	Count	Amount
100 DOLLAR BILL	100	50	5,000.00
50 DOLLAR BILL	50	80	4,000.00
20 DOLLAR BILL	20	45	900.00
10 DOLLAR BILL	10	2	20.00
5 DOLLAR BILL	5	1	5.00
2 DOLLAR BILL	2		
1 DOLLAR BILL	1		
1 DOLLAR COIN	1		
50 CENTS	.5		
25 CENTS	.25		
10 CENTS	.1		
5 CENTS	.05		

STEP 3c

Total Currency Amt: 9,925.00 Total US Equiv: 9,925.00

Cancel Clear

Curr Code	On Hand	Amount	Exch Rate	US Equiv
US	9,925.00	9,925.00	1	9,925.00

U.S. Dollar:

Foreign Currency (U.S. Equivalent):

Military Payment Certificates:

Clear OK STEP 3e Cancel

(3 of 5)

- ***Verify that all negotiable instruments for the day are showing against the batch list.
- Click on "OK."



CONFIRM CASHIER'S DD 1081

(4 of 5)

STEP 5

STEP 5a

STATEMENT OF AGENT OFFICER'S ACCOUNT				
SEQUENCE #	2	02/17/2012 14:14:11		
Sponsoring Officer's Name, Address, Sponsoring Station Symbol Number RONALD JORMAN DFAS INDIANAPOLIS DSSN 8550		Agent Officer's Name, Grade, SSN, Unit Address (Include ZIP Code/AFPO number and Telephone number) CASHIER CASHIER *****9988 FOB WHISKEY		
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT				
TRANSACTIONS a	INCREASE (Received by Agent) b	BEGINNING BALANCE (In Agent's Account) c	DECREASE (Turned in by Agent) d	ENDING BALANCE (In Agent's Account) e
1. BALANCE FORWARD		.00		400.00
2. U.S. DOLLARS			90.00	
3. FOREIGN CURRENCY				
4. MILITARY PAYMENT CERTIFICATE				

*****The cashier should NEVER finalize. The DA should always finalize for the cashier (should finalize just before the DA finalizes their DD 2665).**

SECTION I -- SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS			
LINE NO.		TODAY	CUMULATIVE
1.	Accountability -- Beginning	.00	.00
2.	Advances	.00	.00
	a. Cash		
	b. Prepositioned Checks		
	c. Other		
3.	Voucher Collections	100.00	100.00
4.	Treasury Check Issues	.00	.00



CONFIRM CASHIER'S DD 1081

(5 of 5)

- The DA will always choose "Ignore."

Cash Item

Curr Code	Amount
F1	
FC	
US	

Vault

Negotiable Instruments

Curr Code	Amount
F1	
FC	

Prepositioned Treasury Checks

Negotiable Instruments -- US

OK Cancel Ignore



- The DA will print and replace the cashier's trial DD Form 2665.

Page: 1 ?

DAILY AGENT ACCOUNTABILITY SUMMARY					1. DATE 01/18/2012 A	
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS						
a. LINE NO.	b. DESCRIPTION			c. TODAY	d. CUMULATIVE	
(1)	ACCOUNTABILITY - BEGINNING					
(2)	I	ADVANCES a.CASH	b.PREPOSITIONED CHECKS	c.OTHER		
(3)	N	VOUCHERED COLLECTIONS			100.00	100.00





CREATING THE FIRST DEPOSIT TICKET FOR SALES

MODULE 4: CLOSE BUSINESS DAY

(1 of 2)

	A	B	C	D	E
1	FOB SALERNO 110000 - 110999				
2	<u>Voucher Number</u>	<u>Date of Voucher</u>	<u>Voucher Amount</u>	<u>Date Processed By</u>	
3	110000	01/02/12	\$ 300.00	01/03/12	
4	110001				
5	110002				
6	110003				
7	110004				
8	110005				
9	110006				
10	110007				
11	110008				
12	110009				
13	110010				
14	110011				
15	110012				
16	110013				
17	110014				

The excel version is no longer required to be submitted to FRBB or turned in to the DDO with the DA's business

STANDARD FORM 215 (REV. 5-90) DEPARTMENT OF THE TREASURY
 PRESCRIBED BY DEPT OF TREASURY FINANCIAL MANAGEMENT SERVICE
 1TFM5-2000 215-103 NSN 7540-01-019-9452

DEPOSIT TICKET

DEPOSIT NUMBER DATE PRESENTED OR MAILED TO BANK 8-DIGIT OR 4-DIGIT AGENCY LOCATION AMOUNT
 (1) (2) M M D D Y Y (3) 00008850-4 (4)

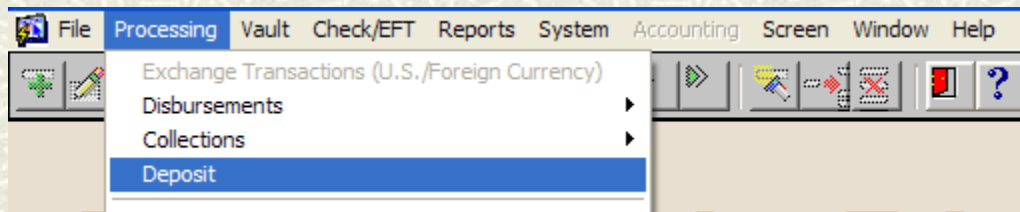
(6) AGENCY USE

(7) NAME AND ADDRESS OF DEPOSITORY
 FEDERAL RESERVE BANK OF BOSTON
 BOSTON, MA 02210

(8) I CERTIFY THAT THE ABOVE AMOUNT HAS BEEN RECEIVED FOR CREDIT IN THE ACCOUNT OF THE US TREASURY ON THE DATE SHOWN, SUBJECT TO ADJUSTMENT OF UNCOLLECTIBLE ITEMS INCLUDED THEREIN.
 M M D D Y Y
 AUTHORIZED SIGNATURE CONFIRMED DATE

(9) DEPOSITORS TITLE, DEPARTMENT, OR AGENCY, AND ADDRESS
 DEPOSITARY DATE, SIGN, AND RETURN
 THIS COPY TO DEPOSITOR.

ORIGINAL 215





****Always print and then
generate to XML in DDS****
**The .XML will be submitted to
FRBB****

SINGLE SPACE ALL ENTRIES ON THIS LINE
USE NORMAL PUNCTUATION-OMIT \$ SIGN



RETRIEVE THE OTCnet DEPOSIT TICKET

OTCnet Deposit Ticket (SF 215)

February 24, 2012 Home | My Profile | Training | Print | Help | Log Out

 **OTCnet**SM
Deposits Made Simple

[Online Application](#)

Connection Status: **Online**

Welcome, Agency Aateaa

[Check Processing](#) [Administration](#) [Reports](#)

[Check Processing Reports](#)

View Check Processing Reports

Please select the Check Processing report you would like to view.

▼ Business Reports

[CIRA CSV Report](#)

[Agency CIRA Report](#)

[LVD Contents Report](#)

[Organization Hierarchy Report](#)

[215 Deposit Ticket Report](#)

[5515 Debit Voucher Report](#)

▼ Administration Reports

[FMS Statistical Report](#)

- The CCS must have MVD Viewer or Reports Viewer in order to access the "Reports" tab in OTCnet.



RETRIEVE THE OTCnet DEPOSIT TICKET

215 Deposit Ticket Report

Run once daily and covers all items settled that business day.
Click [here](#) to review your previously generated report.

Report Filters

Start Date

From:

02/24/2012

To:

02/24/2012

Report Format:

HTML

Include Subordinate OTC Endpoint:

☒ Yes ☐ No

- Deposit Tickets in OTCnet are only accessible for 45 days.

WebFOCUS Viewer - Windows Internet Explorer provided by DHS

Func=pagehtml&PG_MRsaved

File Edit View Favorites Tools Help

PLEASE CHECK THE <http://www.fms.treas.gov/otcnetindex.html> WEBSITE FOR CURRENT INFORMATION ON THE OTCNET PROGRAM

215 Deposit Ticket Report

Generated: 11/19/2010 6:24:23 PM ET
From Date: 11/01/2010
To Date: 11/15/2010

215 - Deposit Ticket			
OTC Endpoint: L3FRB STL	Deposit Ticket No: 000018	Fiscal Agent: FRB Cleveland	Settlement
Date: 11/01/2010			
Cashier ID	Transaction Date	Summary Count	Summary Amount
215 - Detail			
OTC Endpoint: L3FRB STL	Description: Level 3 Agency-FRB St. Louis	ALC+2: 0000107125	
otcnf67	10/26/2010	4	\$1,221.00
otcnf67	10/27/2010	2	\$1,109.00
otcnf67	10/29/2010	2	\$401.00
Total ALC: 0000107125		8	\$2,731.00

Page 1 of 1

Internet 75%



COLLECTION INFORMATION REPOSITORY (CIR)

MODULE 4: CLOSE BUSINESS DAY

The Collection Information Repository (CIR) is an FMS-wide transaction broker, data warehouse, and reporting solution that provides Trading Partners and the Financial Management Service (FMS) with a single touch point to exchange all financial transaction information across all collection systems.

- Transactions reported by financial institutions and FRB's are available in CIR within 1 or 2 days after reporting by the depository
- Use of CIR as a tool for reconciliation is mandatory for all disbursing offices within the Department of Defense
- CIR will report all Debit Vouchers and Deposit Tickets for all OTCnet (NSF checks and transmitted batches) and FCC transactions (Issued and Sales)



LOGIN TO CIR

<https://www.trs.fms.treas.gov>

CIR

Collections Information Repository
(Formerly the Transaction Reporting System)

[LOGIN](#)

[Help](#)

Login

WARNING! You have accessed an official government owned or operated computer system. This system may be used by authorized users for authorized purposes only. Any unauthorized use or modification of any of the information stored on this system is a violation of federal law and may subject you to civil or criminal penalties or loss of access. Any attempt to upload unauthorized or restricted data may also result in civil criminal penalties or loss of access. The government may monitor and audit the usage of this system and all persons are hereby notified that the use of this system constitutes consent to such monitoring and auditing. If you are not an authorized user, you are required to exit now.

User ID :

Password :

[Contact Us](#) | [Collections Information Repository](#)



DOWLOAD A VOUCHER REPORT IN CIR

(1 of 8)

CIR Collections Information Repository
(Formerly the Transaction Reporting System)

HOME SECURITY > MANAGEMENT > DEPOSIT REPORTING > **REPORTS** LOGOUT

Quick Links

- HOME
- ABOUT CIR
- SECTION 508 COMPLIANCE
- RELEASE INFORMATION
- CIR NEWS
- TRAINING
- FORMS

Home Help

ANNOUNCEMENTS

Forms with "TRS" banner will no longer be accepted beginning March 1, 2013

Beginning March 1, 2013, forms with the "TRS" banner in the header will no longer be accepted. FMS will accept only standard Collections Information Repository (CIR) forms.

Commonly used CIR forms are available within the CIR application under the FORMS Quick Link. If the form you need is not available on that page, contact the CIR Call Center at 301-887-6600 or by email at CIR@pnc.com to obtain the proper form.

Welcome

Welcome, Joseph Myrda

You are now logged on to the CIR application.

Today is Wednesday, February 27, 2013 11:22:59 AM EST.

You last signed in Thursday, February 21, 2013 8:56:58 PM EST .

Number of failed login attempts since last successful logon: 1.

[Contact Us](#) | [Collections Information Repository](#)

Select Reports



DOWLOAD A VOUCHER REPORT IN CIR

(2 of 8)

The screenshot shows the CIR (Collections Information Repository) web interface. At the top, there is a header bar with the CIR logo and the text "Collections Information Repository (Formerly the Transaction Reporting System)". Below this is a navigation bar with links for "Home" and "Document List", and "Help" and "Preferences" on the right. The main content area is divided into two columns: "Navigate" and "Personalize". The "Navigate" column contains a description of the system and a list of links: "Document List", "My Favorites", "My Inbox", and "Help". A blue callout box with the text "Select Document List" points to the "Document List" link. The "Personalize" column contains a description of the personalization options and a link to "Preferences". The word "Welcome" is visible in the top right corner of the main content area.



DOWNLOAD A VOUCHER REPORT IN CIR

(3 of 8)

CIR Collections Information Repository
(Formerly the Transaction Reporting System)

Home | Document List

New ▾ Add ▾ Organize ▾ Actions ▾ Search title ▾

My Favorites
Inbox
Public Folders

Click Public Folders

CIR Collections Information Repository
(Formerly the Transaction Reporting System)

Home | Document List

New ▾ Add ▾ Organize ▾ Actions ▾ Search title ▾

All
My Favorites
Inbox
Public Folders

Title	Type
Agency Reports	Folder
Transaction Broker Reports	Folder

Double-click Agency Reports



DOWNLOAD A VOUCHER REPORT IN CIR

(4 of 8)

CIR Collections Information Repository
(Formerly the Transaction Reporting System)

Home | Document List | Help | Preferences | About | Log Out

New | Add | Organize | Actions | Search title | 1 of 2+

Title	Last Run	Type	Owner	Instances
* Agency Reports Help		Adobe Acrobat	ADMINISTRATOR	
Help for CIR Agency Reports				
* Business Objects General Help		Adobe Acrobat	ADMINISTRATOR	
This document is intended to give a brief overview				
* CASHLINK II to CIR Report Crosswalk Document		Adobe Acrobat	ADMINISTRATOR	
This document provides a convenient mapping from				
* CIR Agency Download Reports - CSV File Layout Specification		Adobe Acrobat	ADMINISTRATOR	
This document provides a detailed file layout specification				
separated value (CSV) format. It also describes the				
* CIR II Account Type to CIR Collection System				

Click the forward arrow to go to page 2

CIR Collections Information Repository
(Formerly the Transaction Reporting System)

Home | Document List | Help

New | Add | Organize | Actions | Search title

Title	Last Run	Type	Owner
Voucher Download Report	Feb 27, 2013 7:20 AM	Web Intelligence Report	ADMINISTRATOR
This report provides the user with details about a (s) received by TRS from a Sending Trading Partner			
Voucher Report	Feb 27, 2013 10:37 AM	Web Intelligence Report	ADMINISTRATOR
This report provides the user with a list of vouchers			

Double-click Voucher Report



DOWLOAD A VOUCHER REPORT IN CIR

(5 of 8)

CIR Collections Information Repository
(Formerly the Transaction Reporting System)

Home | Document List

Web Intelligence - Voucher Report

Document View 100% 1 / 1

Generated: Apr 18, 2012 12:42:38 PM **Collections Information Repository (CIR)**

Voucher Report

Search Criteria

ABA:
ALC:
Amount:
Business Date Period:
CAI:
Cash Flow ID:
Credit Ind:
Voucher Date:

Sort Order

Business Date, ALC, Voucher Type

Report Summary

Total Credit Amount

Prompts

Reply to prompts before running the query.

- Select a Business Date Period: **2. Previous Business Day**
- Select One or More ALCs, All for all ALCs or Members of an ALC Group: **All**
- Select an ALC Group or Individual ALCs: **Individual ALCs**
- Select a Starting Business Date (M/d/yyyy): (optional) This filter will be ignored because no value has been selected.
- Select an Ending Business Date (M/d/yyyy): (optional) This filter will be ignored because no value has been selected.

Refresh Values

To see the content of the list, please click the Refresh values button.

Select a Business Date Period:

2. Previous Business Day

Business Date Period

1. Today
- 2. Previous Business Day**
3. Previous Calendar Week
4. Current Calendar Month
5. Previous Calendar Month
6. Select Business Date Range

Window will default to "Previous Business Day" Click Refresh Values to change, you can then select the timeframe to search.

Use arrow buttons to add and remove .



DOWLOAD A VOUCHER REPORT IN CIR

(6 of 8)

Prompts

Reply to prompts before running the query.

- ✓ Select a Business Date Period: 2. Previous Business Day
- ✓ Select One or More ALCs, All for all ALCs or Members of an ALC Group: 00008831
- ✓ Select an ALC Group or Individual ALCs: Individual ALCs
- Select a Starting Business Date (M/d/yyyy): (optional) This filter will be ignored because no value has been selected

Refresh Values

ALC / ALC Group

All

Members of an ALC Group

00005588

00008550

00008748

00008830

00008831

December 3, 2012 12:15:22 PM GMT-05:00

Run Query

Cancel

- Select “One or More ALC’s...” Only your ALC (DSSN preceded by 0000) should be available
- Highlight your ALC then click the arrow to move it to the next box.
- Follow the same steps as above for “Select an ALC Group...” and ensure “Individual ALCs shows”



DOWLOAD A VOUCHER REPORT IN CIR

(7 of 8)

CIR Collections Information Repository
(Formerly the Transaction Reporting System)

Home | Document List | Help | Print

Web Intelligence - Voucher Report

Document View 100% 1/1

Generated: Feb 27, 2013 11:42:27 AM **Collections Information Repository (CIR)**

Voucher Report

Search Criteria

ABA: 00008831
 ALC: 00008831
 Amount:
 Business Date: 2. Previous Business Day
 Period:
 CAN:
 Cash Flow ID:
 Credit Ind:
 Voucher Date:

Agency Account ID:
 ALC Group: Individual ALCs
 Business Date:
 Subsystem:
 Collection System:
 Deposit Date:
 Preliminary Vouchers:
 Voucher Number:

Sort Order
 Business Date, ALC, Voucher Type

Report Summary

											Total Credit	Total Debit	Total Count of
Vouchers													
Voucher Number	Voucher Date	Credit Ind	Voucher Amount	Voucher Type	Voucher ALC	ABA	Deposit Date	Business Date	Subsystem	Number of Financial Transactions	Agency Account ID		
895395	11/30/2012	Y	\$8,830.34	215	00008831	011736114	11/30/2012	11/30/2012	SVC:Eagle Cash	0			
896676	11/29/2012	Y	\$10,219.86	215	00008831	011736114	11/30/2012	11/30/2012	SVC:Eagle Cash	0			
896677	11/30/2012	Y	\$10,219.86	215	00008831	011736114	11/30/2012	11/30/2012	SVC:Eagle Cash	0			
897330	11/30/2012	Y	\$25,173.11	215	00008831	011736114	11/30/2012	11/30/2012	SVC:Eagle Cash	0			
897431	11/30/2012	Y	\$29,092.86	215	00008831	011736114	11/30/2012	11/30/2012	SVC:Eagle Cash	0			
898407	11/24/2012	Y	\$16,898.39	215	00008831	011736114	11/30/2012	11/30/2012	SVC:Eagle Cash	0			
898413	11/30/2012	Y	\$2,620.43	215	00008831	011736114	11/30/2012	11/30/2012	SVC:Eagle Cash	0			
898701	11/26/2012	Y	\$159,459.13	215	00008831	011736114	11/30/2012	11/30/2012	SVC:Eagle Cash	0			
898704	11/29/2012	Y	\$106,629.02	215	00008831	011736114	11/30/2012	11/30/2012	SVC:Eagle Cash	0			
125762	11/30/2012	N	\$33.49	5515	00008831	011736114	11/30/2012	11/30/2012	SVC:Eagle Cash	0			
126891	11/30/2012	N	\$8,287.04	5515	00008831	011736114	11/30/2012	11/30/2012	SVC:Eagle Cash	0			
127462	11/30/2012	N	\$3,487.51	5515	00008831	011736114	11/30/2012	11/30/2012	SVC:Eagle Cash	0			
128636	11/30/2012	N	\$118,901.61	5515	00008831	011736114	11/30/2012	11/30/2012	SVC:Eagle Cash	0			
128644	11/30/2012	N	\$9,298.13	5515	00008831	011736114	11/30/2012	11/30/2012	SVC:Eagle Cash	0			
128745	11/30/2012	N	\$2,291.00	5515	00008831	011736114	11/30/2012	11/30/2012	SVC:Eagle Cash	0			

- Click on the debit voucher or deposit ticket you want to review



DOWLOAD A VOUCHER REPORT IN CIR

(8 of 8)

Document View 100% 1 / 1

Generated: Feb 27, 2013 11:44:42 AM **Collections Information Repository (CIR)**

Debit Voucher or Deposit Ticket Number

Date of Deposit

Transaction type: Debit Voucher or Deposit Ticket

FRB Reporting Transaction

Transaction Amount
Note: "red" denotes a negative amount

Agency Location Code (ALC)

Voucher Number:	128550	Deposit Date:	02/26/2013
Voucher Amount:	02/26/2013	Credit Ind:	N
Voucher ALC:	\$260.00	Voucher Type:	5515
Business Date:	00008831	ABA:	011736114
CAN:	02/26/2013	Financial Institution:	U.S. TREASURY (STV) EAGLE CASH
Adjustment Ind:	000412	CL Number:	
Adjustment Reason:	N	Subsystem:	SVC:EagleCash
Original Deposit Ticket Number:		Office Location Code:	
Original Deposit Date:		Commercial Ind:	N
Financial Transaction Count:	0		7505
Cash Flow ID:	own		290
Cash Flow Name:	own		
Reference Number:			
Reference Code:			
Reference Name:			

[No Title]

Reported Classification(s)

Ckey Class Name	Ckey Class Value	Tax Class Code	Credit Ind	Classification Total Amount
SVC/EAGLECASH ALC	00008831		N	\$260.00



CREATING THE DEPOSIT TICKET FOR CHECKS

A deposit ticket for checks will ONLY be done after a deposit ticket for that batch is posted in OTCnet and CIR. Use the deposit ticket number and date from the deposit ticket posted in OTCnet.

Input

Deposit To: ☒ US Treasury ☐ LD Account

Currency Code: *Date of Deposit: 12/03/2009

*To Account: US Deposit Amount: 7300.00

Bank Exchange Rate: 1 System Exchange Rate: 1

US Equivalent: 7,300.00 US Equivalent:

Deposited Items

*Currency Code: US Type: ☐ Cash ☒ Check ☐ SVC

Negotiable Instruments

Vlt Cd	Site	User Cd	NI Type	NI Number	NI Date	Amount	Nar

Attach Checks

215 Deposit Ticket Report

From Date: 12/01/2009 To Date: 12/31/2009

215 - Deposit Ticket

ALC 0000855001 Deposit Ticket No: 000517 Fiscal Agent: FRB Cleveland Settlement Date: 12/03/2009

215 - Detail

ALC 0000855001 Location Name: Anaconda Central Funding

Cashier ID	Transaction Date	Summary Count	Summary Amount
Sylvia Murphy	12/02/2009	1	\$7,300.00
Total ALC: 0000855001		1	\$7,300.00

215 - Deposit Ticket

ALC 0000855001 Deposit Ticket No: 000518 Fiscal Agent: FRB Cleveland Settlement Date: 12/09/2009

215 - Detail

ALC 0000855001 Location Name: Anaconda Central Funding

Cashier ID	Transaction Date	Summary Count	Summary Amount
Sylvia Murphy	12/08/2009	1	\$12,178,000.00
Total ALC: 0000855001		1	\$12,178,000.00



CREATING THE ST-3313

MODULE 4: CLOSE BUSINESS DAY

DEBIT VOUCHER FOR LOADS

(1 of 2)

	A	B	C	D
1	FOB SALERNO 50000 - 50999			
2	Voucher	Date of Voucher	Amount	Date Processed By FRBB
3	50000	01/02/12	\$ 125.00	01/03/12
4	50001			
5	50002			
6	50003			
7	50004			
8	50005			
9	50006			
10	50007			
11	50008			
12	50009			
13	50010			
14	50011			
15	50012			
16	50013			
17	50014			
18	50015			

The excel version is no longer required to be submitted to FRBB or turned in to the DDO with the DA's business

STANDARD FORM 3313 (Rev. 9-78) **DEBIT VOUCHER** **DEPARTMENT OF THE TREASURY**
FINANCIAL MANAGEMENT SERVICE

PRESCRIBED BY DEPT. OF TREASURY

1. VOUCHER NUMBER (1) (2) (3) **00008550-4** (4)

2. DATE OF DEBIT TO U.S. TREASURY'S ACCOUNT (1) (2) (3) (4)

3. DEBIT OR CREDIT (1) (2) (3) (4)

4. AMOUNT (1) (2) (3) (4)

5. UNCOLLECTIBLE ITEM (1) (2) (3) (4)

6. DEPOSITARY USE (1) (2) (3) (4)

7. NAME AND ADDRESS OF DEPOSITARY (1) (2) (3) (4)

8. AUTHORIZED SIGNATURE (1) (2) (3) (4)

9. DEPOSITARY FORWARD THIS DOCUMENT WITH STATEMENT (1) (2) (3) (4)

10. TRANSCRIPT OF THE U.S. TREASURY ACCOUNT OF THE SAME DATE (1) (2) (3) (4)

ORIGINAL **ST-3313**

DDS [CIN-51758990] - [Main]

File **Processing** **Vault** **Check/EFT** **Reports** **System** **Accounting**

- Exchange Transactions (U.S./Foreign Currency)
- Disbursements
- Collections
- Deposit
- Debit Voucher**
- Loss of Funds
- Deferred Voucher



CREATING THE ST-3310 MODULE 4: CLOSE BUSINESS DAY DEBIT VOUCHER FOR LOADS

(2 of 2)

*Debit From
☐ US Treasury
☐ LDA
☒ SVC Loads
☐ Navy Marine Cash

*Curr Code: *Debit Voucher: :
*Amount: *Debit Type: *Curr Code:
Exchange Rate:

The information input into DDS must match the information listed on the excel debit voucher log.

Input Check

Search By:

*NI Number: *NI Date:

☒ Person ☐ Institution

*Last Name: *First Name MI: *SSN:

Fees:

Selected Checks			Curr				
NI Number	NI Date	Amount	Code	Exchange Rate	US Equivalent	Name	
<input checked="" type="checkbox"/> 1234567	03/25/2013	1000.00	US	1	1000.00	MERCIE N PALM	

STANDARD FORM 5515 (Rev. 7-78)
PRESCRIBED BY DEPT. OF THE TREASURY
11FM5-2000

DEBIT VOUCHER

VOUCHER NUMBER: (1) DATE PRESENTED OR MAILED TO BANK MMYYDD: (2) 8-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC): (3) (4)

SINGLE SPACE ALL ENTRIES ON THIS LINE
USE NORMAL PUNCTUATION-OMIT \$ SIGN

****Always print and then generate to XML in DDS****
The .XML will be submitted to FRBB**



DD 2659 VOUCHER CONTROL LOG

DD Form 2659, Voucher Control Log

The Voucher Control Log is used to list ALL vouchers in voucher number order for the entire site ID. FMST users must print their own DD Form 2659.

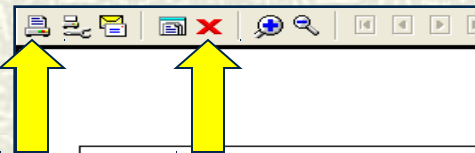
VOUCHER CONTROL LOG

DD 2659

Date: 12/02/2009 A

Site: 10001 ALPHA DETACHMENT

OK Cancel



VOUCHER CONTROL LOG			
Site Id: 10001			
4. VOUCHER NUMBER	5. PAYEE (Disbursements) REMITTER (Collections)	6. AMOUNT	7. FORM OF PAYMENT OR REMITTANCE
010002	COLL	10.00	a.CASH b.CHECK c.EFT d.OTHER
	Site Total	10.00	

1.DISBURSEMENTS 3. DATE

2.COLLECTIONS XXXX 12/02/2009 A

1.DISBURSEMENTS 3. DATE

2.COLLECTIONS XXXX 12/02/2009 A

Site Id: 10001			
4. VOUCHER NUMBER	5. PAYEE (Disbursements) REMITTER (Collections)	6. AMOUNT	7. FORM OF PAYMENT OR REMITTANCE
201001	CAMEL DEPOT	200.00	a.CASH b.CHECK c.EFT d.OTHER
701001	CAMEL DEPOT	200.00	



DA'S RETURN DD 1081

Issuing User Id: JCK Receiving User Id/Site: **00001**

Issuing User Site: 10001 Name of Receiver: SITE ACCOUNTABILITY 00001

Name of Issuer: JAMES C KELLEY

☒ Return ☐ Partial ☒ Full

Generate Vouchers Confirm Reject

STATEMENT OF AGENT OFFICER'S ACCOUNT
TRANSACTIONS AFFECTING AGENT OFFICER'S ACCOUNT

a. Transaction	b. Increase (Received by agent)	c. Beg Bal (In agent's account)	d. Decrease (Turned in by agent)	e. Ending Bal (In agent's account)
1 Balance Forward:	.00	1,010,356.41	.00	1,219,251.03
2 U.S. Dollars:	.00	.00	.00	.00
3 Foreign Curr (U.S. Equivalent):	.00	.00	.00	.00
4 Military Payment Certificates:	.00	.00	.00	.00
5 Collections:	107,894.62	.00	.00	.00
6 Deposits:	.00	.00	.00	.00
7a NI: Treasury Checks:	.00	.00	.00	.00
7b Military Payment Orders:	.00	.00	.00	.00

Business Day: 12/02/2009 A Sequence Number: 2

Page: 1

***All agent's outstanding 1081's must be confirmed before the DA can create their 1081.**

***The DA must count their vault and balance against the DDS vault ledger.**

***The DA should NEVER return all of their US or FC unless the site is being closed down for good.**

SEQUENCE # 2	STATEMENT OF AGENT OFFICER'S ACCOUNT	12/03/2009 12:22:32
DISBURSING OFFICER'S NAME, ADDRESS, DISBURSING STATION SYMBOL NUMBER		AGENT OFFICER'S NAME, GRADE, SSN, UNIT ADDRESS (Include ZIP Code/APO number and Telephone number)



FINALIZE THE DD 2665

User Code: Date of Last DD2665:
 Name: Business Date:

SECTION I -- SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS

LINE NO.		TODAY	CUMULATIVE
1.	Accountability -- Beginning	1,218,141.03	1,010,256.41
2.	Advances	100.00	100.00
	a. Cash	<input type="text" value="100.00"/>	
	b. Prepositioned Checks	<input type="text"/>	
	c. Other	<input type="text"/>	
3.	Voucher Collections	10.00	107,894.62
4.	Treasury Check Issues	.00	.00
	a. Vouchered	<input type="text"/>	
	b. Other	<input type="text"/>	
5.	Transfers from Other Disbursing Officers		100,000.00
6.	Exchange		
7.	Other		

Page: ?

***The DA must finalize all agent's 2665's prior to finalizing theirs.**
***It should only be finalized after completing the DD Form 1081.**
***If it is finalized prior to, the DA will not be able to forward the day's business to the DDO without first opening a new business day.**

DAILY AGENT ACCOUNTABILITY SUMMARY				1. DATE 12/02/2009 A	
SECTION I - SUMMARY OF DAILY ACCOUNTABILITY TRANSACTIONS					
a. LINE NO.	b. DESCRIPTION	c. TODAY	d. CUMULATIVE		
(1)	ACCOUNTABILITY - BEGINNING	1,218,141.03	1,010,256.41		
(2)	I ADVANCES a.CASH 100.00 b.PREPOSITIONED CHECKS c.OTHER	100.00	100.00	100.00	
(3)	N VOUCHERED COLLECTIONS	10.00	107,894.62		



CREATE THE MILPAY INTERFACE FILE

Military Payment | DP11? | Milpay Interface

*Input Source:

*Cycle Number:

OK

This process can only be performed by the DA after the business date is closed, but before opening the next business date, otherwise the "Milpay Interface" tab will be disabled.

- Input Source Code is "DS" for Disbursing.
- The cycle number is coordinated with the MilPay section.

Select A Directory

Select a FILE_DIALOG directory to download

Desktop

My Documents

My Computer

Local Disk (C:)

Dec 04 2009 (D:)

Cin_apps on 'Dfasds\Dfsroot' (J:)

Cin_data on 'Dfasds\Dfsroot' (K:)

James_kelley on 'Dfasds\Dfsroot\Cin_ho

Cin_data2 on 'Dfasds\Dfsroot' (N:)

Cin_media on 'Dfasds\Dfsroot' (T:)

My Network Places

Mainframes

OK

For FMST missions, the cashier must create the file once the business day has been closed.

*Filename: C:\DOCUMENTS AND SETTINGS\JAMES_KELLEY\DESKTOP

OK



REMOTE FILE TRANSFER (RFT)

(1 of 3)

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

DD 1081 - Statement of Agent Officer's Account
Remote File Transfer
DD 2665 - Daily Agent Accountability Summary
DD 2657 - Daily Statement of Accountability

Create Data Disk for Transfer Retrieve Data From Disk

1 368TH FMCO

☐ Include Office Checks

Create data Disk

OK

*** Please choose a SITE ID... then press the OK button ***

Transfer to storage

- Once "New" is selected, a window will appear with two tabs.
- DDS defaults to the "Create Data Disk for Transfer."
- Select the appropriate "Site Id" that DDS should be transferring to.
- Select "OK" to generate the RFT file.
- Once generated, the remarks window will state that the file has been created, and the "Transfer to storage" button will become enabled.
- Select the "Transfer to storage" button, and place in the folder where the RFT files will be maintained.



REMOTE FILE TRANSFER (RFT)

(2 of 3)

Create Data Disk for Transfer Retrieve Data From Disk

*Site Id:
1 368TH FMCO

☐ Include Office Checks

368TH FMCO
BAGRAM AFB
AFGHANISTAN
APO AE 09354

Question

Create File for Transfer to another Site?

Yes

*** Please choose a SITE ID... then press the OK button ***

Information

This file must be processed even though no DD 1081s were attached since the information can be important and necessary to the destination site.

OK

*** When Storage is ready push the button at the bottom of the screen ***
*** NOTE: regardless of whether a DD1081 was created ***
*** There is information on this file that MUST BE SENT!!!

PROCESS IS COMPLETE. File ready to be copied to diskette.

If this is a large transfer this will take several minutes

Transfer to storage

PROCESS IS COMPLETE. File ready to be copied to diskette

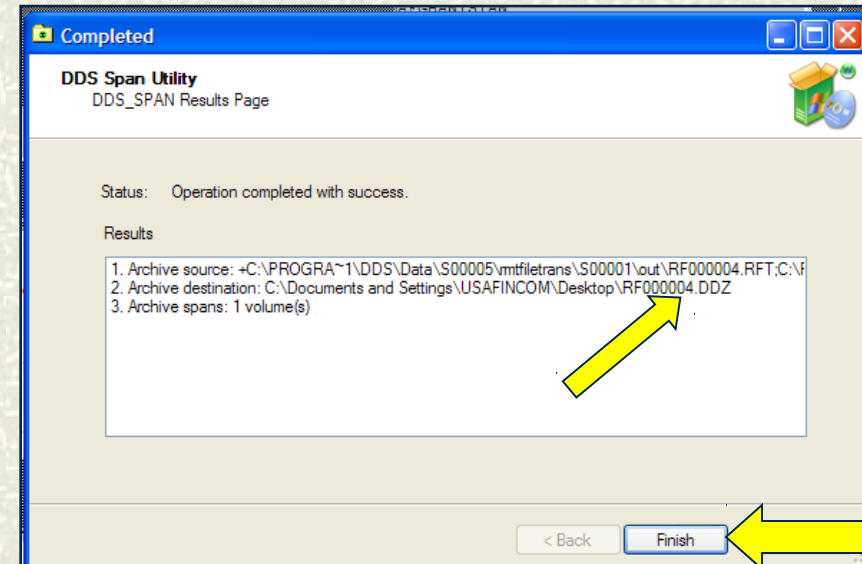
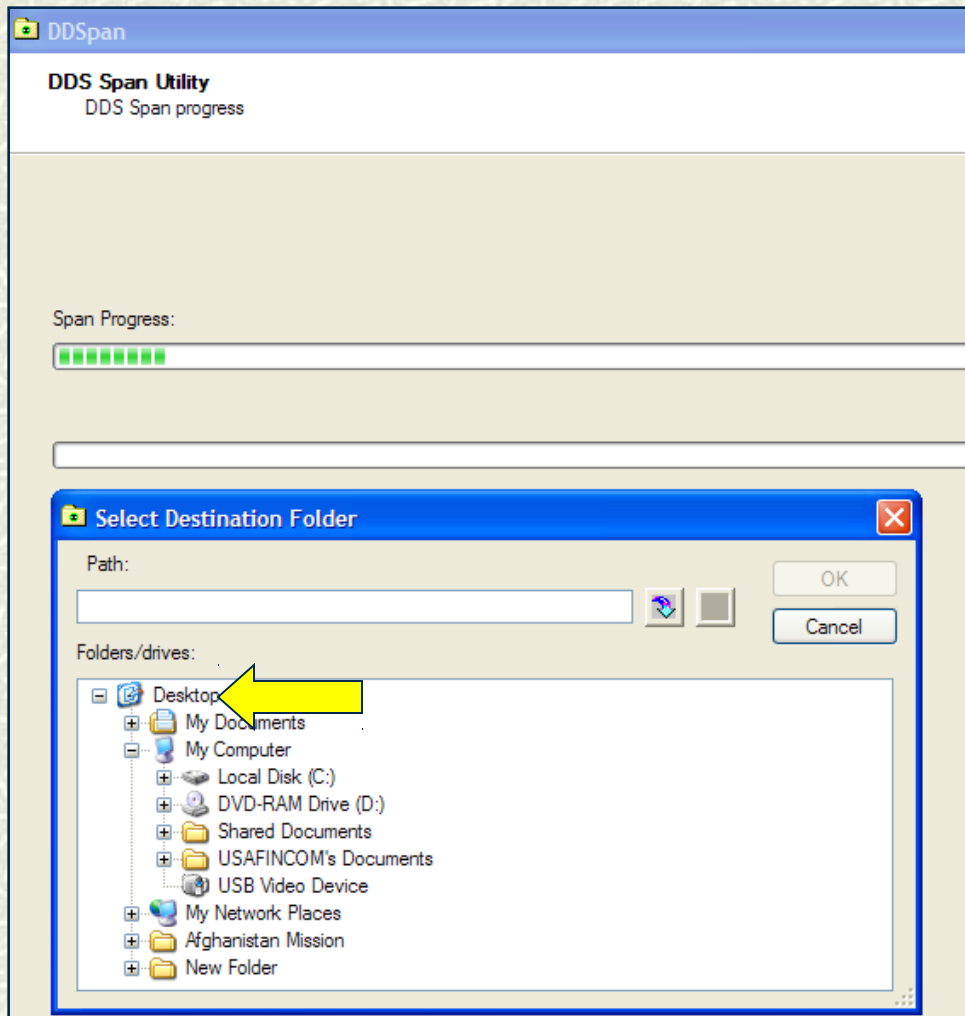
If this is a large transfer this will take several minutes

Transfer to storage



REMOTE FILE TRANSFER (RFT)

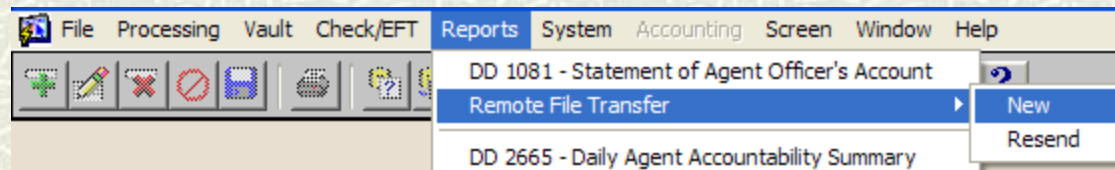
(3 of 3)





RETRIEVE AN RFT

(1 of 3)



Create Data Disk for Transfer

Retrieve Data From Disk

*Site Id:

1 368TH FMCO

☐ Include Office Checks

Create data Disk

OK Cancel

368TH FMCO
BAGRAM AFB
AFGHANISTAN
APO AE 09354

*** Please choose a SITE ID... then press the OK button ***

Transfer to storage

- Once "New" is selected, a window will appear with two tabs.
- Select the "Retrieve Data From Disk" tab.



RETRIEVE AN RFT

(2 of 3)

Create Data Disk for Transfer | Retrieve Data From Disk

Transfer in File

File Path Name:

REMOTE SITE 5 - KANDAHAR DA
KANDAHAR FINANCE OFFICE

Retrieve Data

OK Cancel

*** Please press the transfer in File button... to locate file for Retrieval ***

- Select "Transfer in File" to bring the file in.
- DDS will pull from where the file is stored.

DDS Span Utility
DDS Span progress

Span Progress:

0 / 100%

< Back Next > Cancel

Select archive source

Path:

Folders/drives:

- Desktop
- My Documents
- My Computer
- Local Disk (C:)
- DVD-RAM Drive (D:)
- Shared Documents
- USAFINCOM's Documents
- USB Video Device
- My Network Places
- Internet Explorer
- Afghanistan Mission

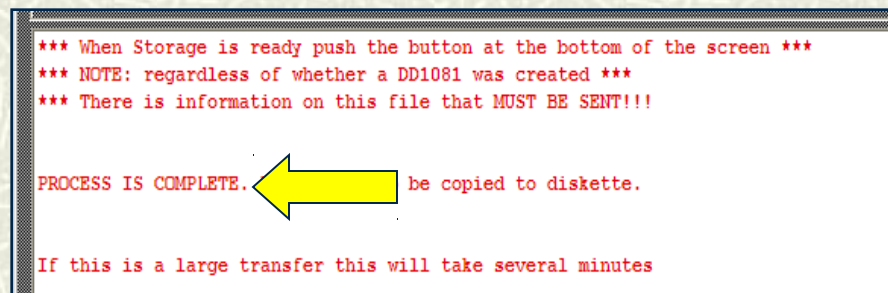
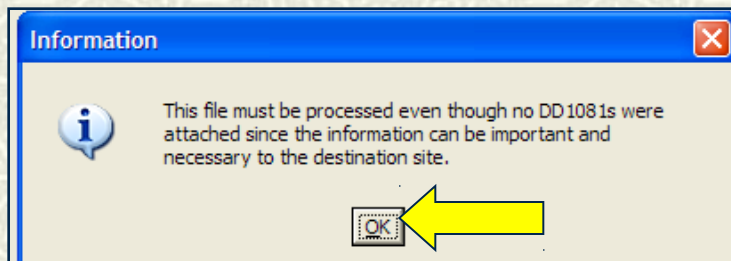
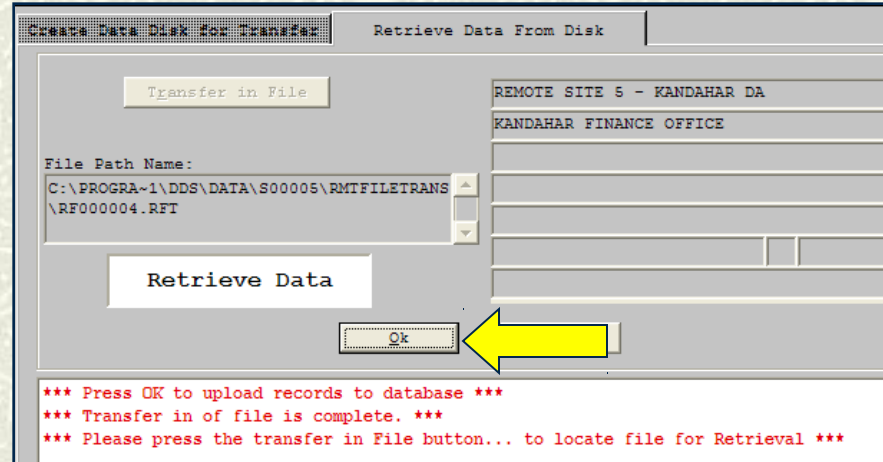
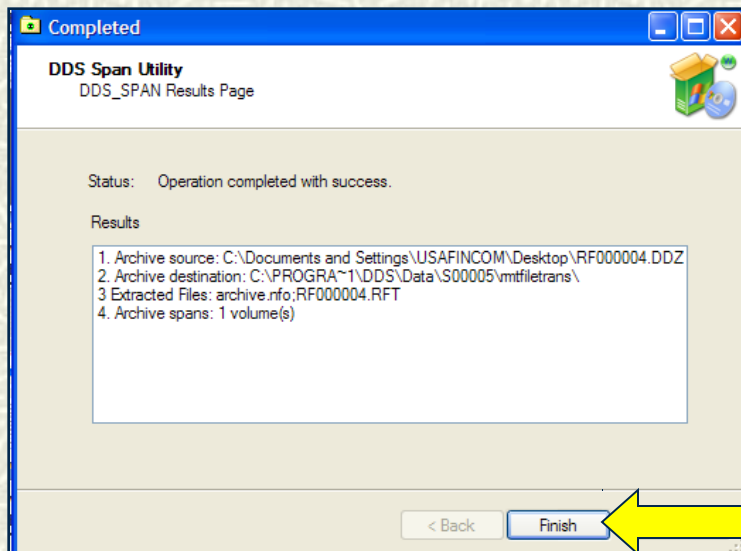
OK Cancel



RETRIEVE AN RFT

(3 of 3)

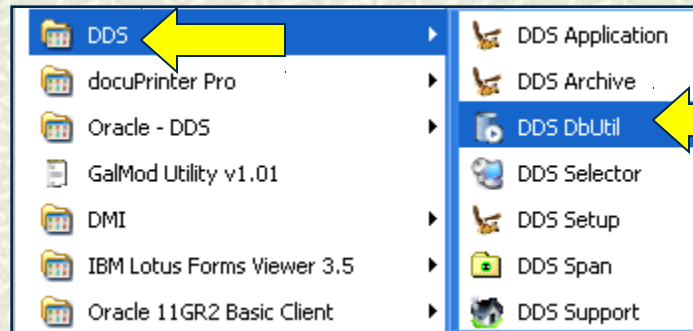
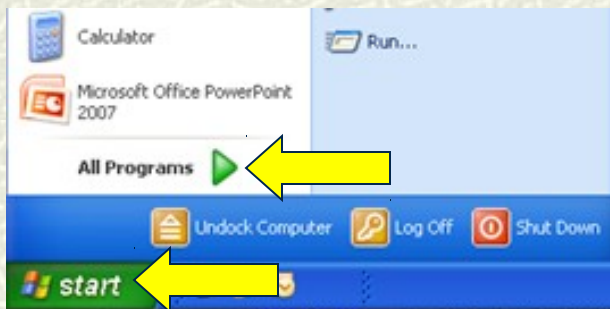
- Once the file has been brought in, select “Ok” to upload the file into DDS.
- Once uploaded, the DA will be able to accept the DD Form 1081. **The RFT may have only admin data, and no DD Form 1081.**





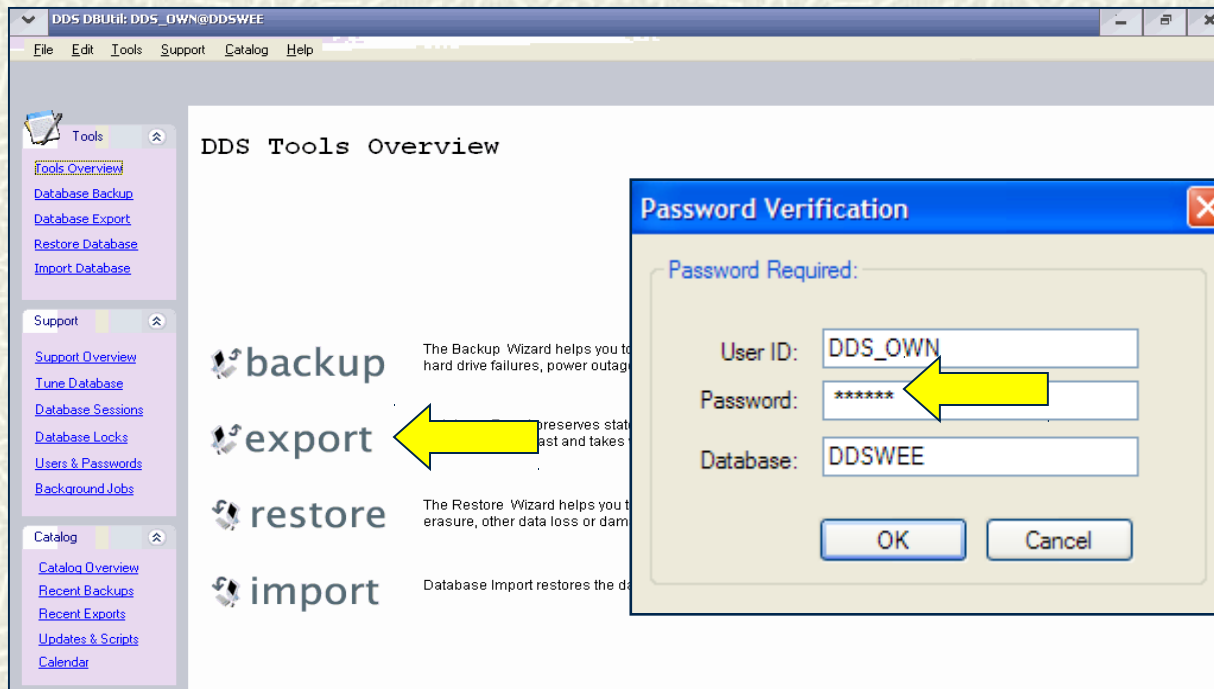
CREATE AN EXPORT

(1 of 2)



To access the DB Utility program, the user will select it from the DDS drop down list under the start menu.

- **The password is "test01" and all other information should already be prefilled.**





CREATE A EXPORT

(2 of 2)

DDS_dbutil: DDS_OWN@DDSWEE Version: 4.2.3.6

File Edit Tools Support Catalog Help

Tools

- Tools Overview
- Database Backup
- Database Export
- Restore Database
- Import Database

Support

Catalog

- Catalog Overview
- Recent Backups
- Recent Exports
- Updates & Scripts
- Calendar

Database Export Screen

DDS Export: exp_8850_00001_20121115154216.ddz FileSize: 5.49 MB
Created: 11/15/2012 16:43:50

DDS Export: exp_8850_00001_20121114152944.ddz FileSize: 5.47 MB
Created: 11/14/2012 16:31:12

DDS Export: exp_8850_00001_20121113171619.ddz FileSize: 5.44 MB
Created: 11/13/2012 18:17:52

DDS Export: exp_8850_00001_20121101161821.ddz FileSize: 5.40 MB
Created: 11/01/2012 16:19:59

Oracle Database export

Exporting Database

Please Wait...

Cancel

Oracle Database export

Export Completed

OK

Start New Export

Destination: c:\documents and settings\john_currant\desktop\ddo after setup 7.220.2 export

Free Space: 186 Gb

Ready

4/9/2013 17:07:14

- An export should be done DAILY and placed on the CORP2 Server



CLOSE OF DAY

SEQUENCE FROM DA TO DDO - EXAMPLE

(1 of 2)

■ DD Form 1081 (with RFT # in upper right hand corner)

■ DD Form 2665

■ Deposit Ticket for OTCnet

- DDS Deposit Ticket
- DDS Check Listing
- OTCnet Deposit Ticket
- Batch-List

■ Deposit Ticket for EagleCash

- DDS Deposit Ticket
- DDS Sales Listing
- Sales Reports



CLOSE OF DAY

SEQUENCE FROM DA TO DDO - EXAMPLE

(2 of 2)

Debit Voucher for EagleCash

- DDS Debit Voucher
- DDS Load Listing
- Load Reports

DD Form 2659 (Collections)

- All DD Forms 1131's in voucher number order

DD Form 2659 (Disbursements)

- All Disbursements in voucher number order
- DD Form 117 with DD Forms 1351-6
- DD Forms 1034

OF 1017-G (if any on hand)



END OF DAY CHECKLIST

- EXAMPLE

(1 of 2)

- ☒ Ensure Batch-Lists have been verified, uploaded and acknowledged for each cashier.
- ☒ Clear cashier's daily business. Ensure all documents are signed, and all dollar amounts are accurate. Confirm DD Form 1081 and finalize DD Form 2665.
- ☒ Ensure all TR files have been created and posted to EC-AKO (cashier and kiosk).
- ☒ Ensure Deposit Ticket from OTCnet has been printed and processed within DDS.
- ☒ Ensure deposit ticket for ECC sales was created in DDS and the next available number from the FRBB deposit ticket log was utilized.
- ☒ Ensure debit voucher for ECC loads was created in DDS and the next available number from the FRBB debit voucher log was utilized.
- ☒ Process Military Payment Interface file and forward to Military Pay



END OF DAY CHECKLIST - EXAMPLE

(2 of 2)

- ☒ Print DD Form 2659.
- ☒ Print vault ledger and verify funds currently on hand.
- ☒ Create, save and print DD Form 1081 to turn-in DA daily business to the DDO.
- ☒ Finalize and print DD Form 2665.
- ☒ Create a Remote File Transfer (RFT).
- ☒ Conduct a DDS back-up daily.
- ☒ Put daily business in order according to the DDO. Ensure all documents are complete and signed. Write RFT # in upper right corner on DD Form 1081.
- ☒ Scan daily business and forward to DDO clearing cell.
- ☒ Turn in original documents weekly or as directed by the DDO.



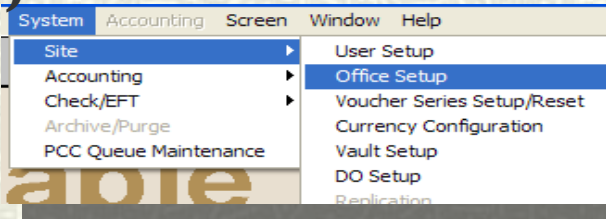
MODULE 5 - CREATE AN FMST SITE





CREATE AN FMST SITE - CREATE NEW SITE

(1 of 11)



**Ensure to uninstall
and reinstall DDS on
the FMST laptop**

Parent Site Id: 00005 *Site Id: 30

Department of: ARMY ☐ Inactive

☐ Person ☒ Institution

Address

☒ US ☐ Foreign

*Actg Svc: STANFINS *Actg Type: Integrated GLAC: ☐ ODS WCD: ☐

*Parent FSN/*AAA: 012154 UIC:

Phone: Fax: MILPAY Interface Type

☒ EDA/MyPay ☒ Advice of Payment ☐ SSN on AOP ☐ PCC ☐ DJHS ☐ DJHRS

Active	Parent Site Id	Site Id	Site Type	Office Name
YES	00001	00005	REMOTE	REMOTE SITE 5 -- KANDAHAR
YES	00005	11111	REMOTE	

*Parent Site Id: 00005 *Site Id: 11111 Remote *DSSN: 8830

*Department of: ARMY ☐ Inactive

☐ Person ☒ Institution

FST 1

Address

☒ US ☐ Foreign

KANDAHAR

*Actg Svc: STANFINS *Actg Type: Integrated GLAC: ☐ ODS WCD: ☐

*Parent FSN/*AAA: 012154 UIC:

Phone: Fax: MILPAY Interface Type

☒ EDA/MyPay ☒ Advice of Payment ☐ SSN on AOP ☐ PCC ☐ DJHS ☐ DJHRS

Active	Parent Site Id	Site Id	Site Type	Office Name
YES	00001	00005	REMOTE	REMOTE SITE 5
YES	00005	11111	REMOTE	FST 1

CREATE AN FMST SITE FMST SITE

ADD USERS TO NEW SITE



(2 of 11)

*Site Id: 40000 FOB EGGERS Last Update:

*User Id: ADM ☐ Inactive User

Name: ADMIN ADMIN

(*Last, *First, MI)

*SSN: 123121212

Signature Block: ADMIN

PCC Login ID:

SVC Login ID:

NMC Login ID:

User can Perform the Following Functions

<input type="checkbox"/> Agent Functions	<input type="checkbox"/> Change Business Day
<input type="checkbox"/> Deputy Agent	<input type="checkbox"/> Certify Disbursement Voucher
<input type="checkbox"/> Maintains Vault	<input type="checkbox"/> Certify Collection Voucher
<input checked="" type="checkbox"/> System Admin	<input type="checkbox"/> Print Checks
<input type="checkbox"/> Accounting	<input type="checkbox"/> Input Voucher
<input checked="" type="checkbox"/> Office Manager	<input type="checkbox"/> Payroll Preparer
<input type="checkbox"/> Payroll Certifier	

Example of
admin

*Site Id: 40000 FOB EGGERS Last Update:

*User Id: CER ☐ Inactive User

Name: CERTIFIER CERTIFIER

(*Last, *First, MI)

*SSN: 123456789

Signature Block: CERTIFIER

PCC Login ID:

SVC Login ID:

User can Perform the Following Functions

<input type="checkbox"/> Agent Functions	<input type="checkbox"/> Change Business Day
<input type="checkbox"/> Deputy Agent	<input checked="" type="checkbox"/> Certify Disbursement Voucher
<input type="checkbox"/> Maintains Vault	<input checked="" type="checkbox"/> Certify Collection Voucher
<input type="checkbox"/> System Admin	<input type="checkbox"/> Print Checks

Example of a certifier

*Site Id: 40000 FOB EGGERS Last Update:

*User Id: CAL ☐ Inactive User

Name: CASHIER CASHIER

(*Last, *First, MI)

*SSN: 987654321

Signature Block: CASHIER

PCC Login ID: AAATE001

SVC Login ID: DISB101

NMC Login ID:

User can Perform the Following Functions

<input checked="" type="checkbox"/> Agent Functions	<input checked="" type="checkbox"/> Change Business Day
<input type="checkbox"/> Deputy Agent	<input type="checkbox"/> Certify Disbursement Voucher
<input type="checkbox"/> Maintains Vault	<input type="checkbox"/> Certify Collection Voucher
<input type="checkbox"/> System Admin	<input type="checkbox"/> Print Checks
<input type="checkbox"/> Accounting	<input checked="" type="checkbox"/> Input Voucher
<input type="checkbox"/> Office Manager	<input type="checkbox"/> Payroll Preparer
<input type="checkbox"/> Payroll Certifier	

Example of a cashier



CREATE AN FMST SITE - VOUCHER SERIES SETUP

(3 of 11)

DDS Rel 1 - [Main]

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Site Accounting Check/EFT Archive/Purge

User Setup Office Setup Voucher Series Setup/Reset Currency Configuration Vault Setup DO Setup Replication

Deployable Accounting

DDS Rel 1 - [Voucher Series Configuration]

File Processing Vault Check/EFT Reports System Accounting Screen Window Help

Create Detail Record

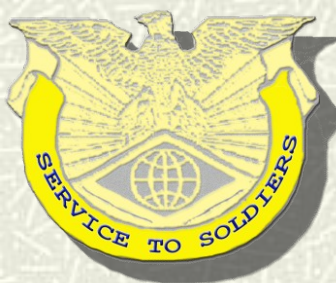
Reset Series Reset All

Voucher Series	Description	Range	Range Available	Last Used Number
CV	COLLECTION VOUCHERS	028001 - 030999	028000 - 030999	028649
MP1	RESERVE COMPONENT PAYROLLS LESS THAN	100001 - 149999	139000 - 139999	000000
MP2	RESERVE COMPONENT PAYROLLS MORE THAN	150001 - 199999	172000 - 174999	172847
CA1	VENDOR PAY	200001 - 299999	200001 - 299999	200204
ST1	CIVILIAN PAY	300001 - 399999	0 - 0	

*Site ID	*Range Start	*Range End	*Date Assigned
00012	028000	030999	10/01/2006

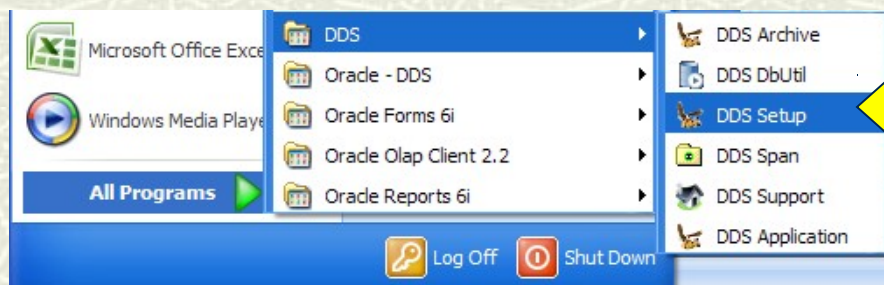
Voucher Series Set-up

- System
- Site
- Voucher Series Setup
- The DA must identify how many vouchers of each "Voucher Series" that will be given to the FMST site.

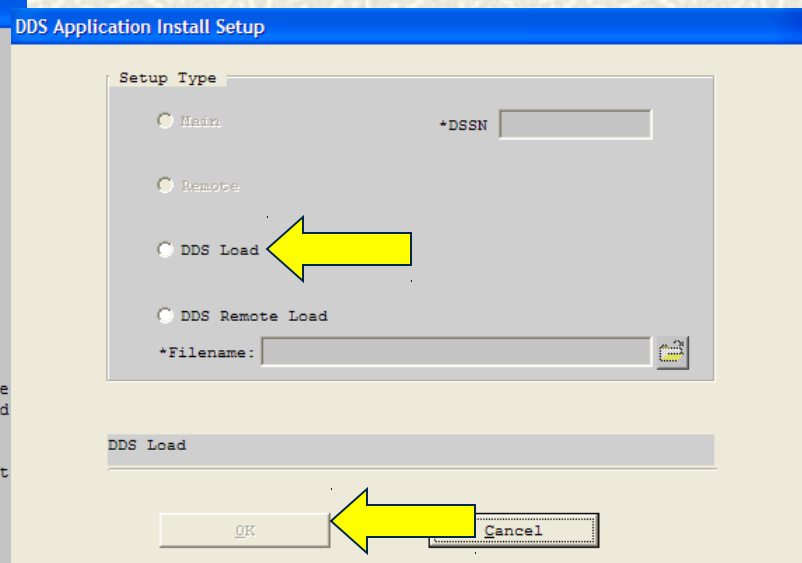
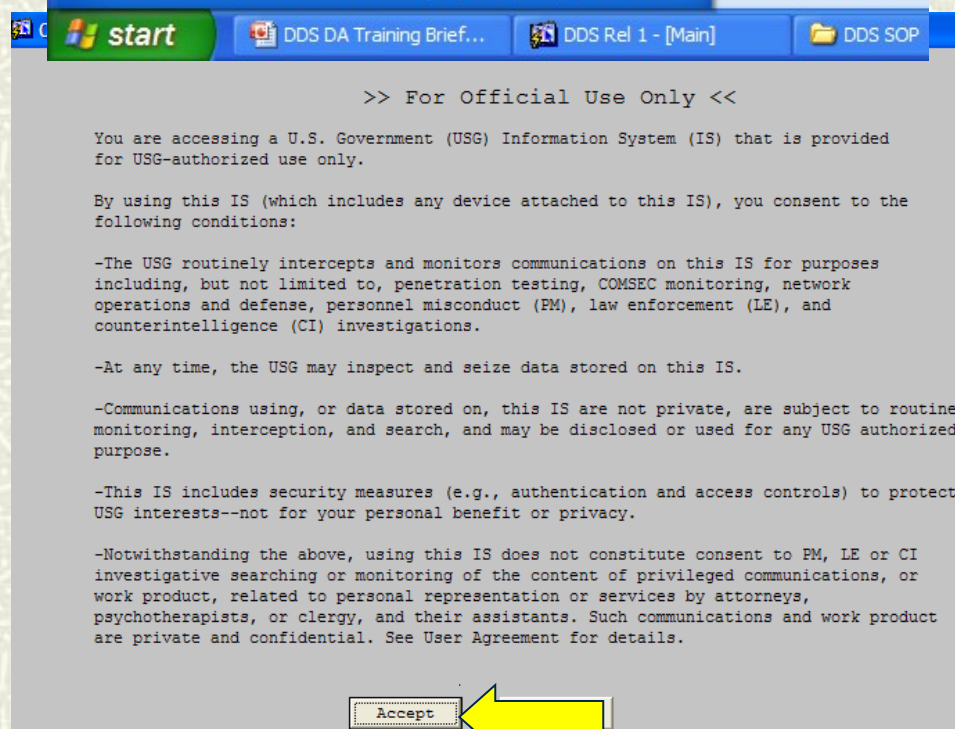


CREATE AN FMST SITE - CREATE EXPORT FILE

(4 of 11)



- The DA must be completely out of DDS in order to create an export file.





CREATE AN FMST SITE - CREATE EXPORT FILE

(5 of 11)

- The DA must select the main site. **Do not** select the site that has not been created yet.

Selection of Re-Entry Site

Site:



Installation Login

*Site 00005

*User Code DDS

*Password *****

OK

Cancel

Use the DA user
code and
password

Site Setup Menu

- | | |
|-----------------------------|---|
| 1. Disbursing Officer Setup | 9. EFT Setup |
| 2. Office Setup | 10. U.S./Foreign Currency Check Configurati |
| 3. Table Maintenance | 11. Voucher Series Configuration |
| 4. Accounting Setup | 12. Balance Setup |
| 5. Currency Configuration | |
| 6. Default Accounting | |
| 7. User Setup | |
| 8. Vault Setup | |

Menu selection: 1

OK

Data Load

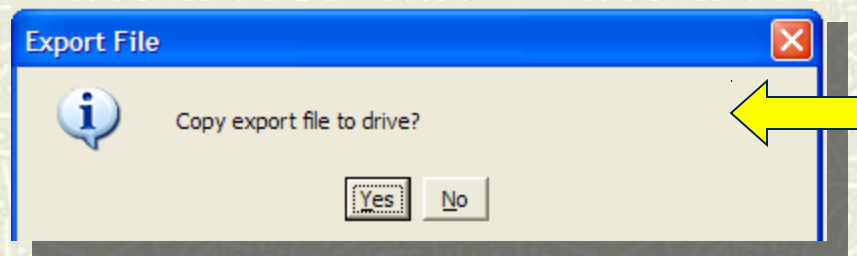
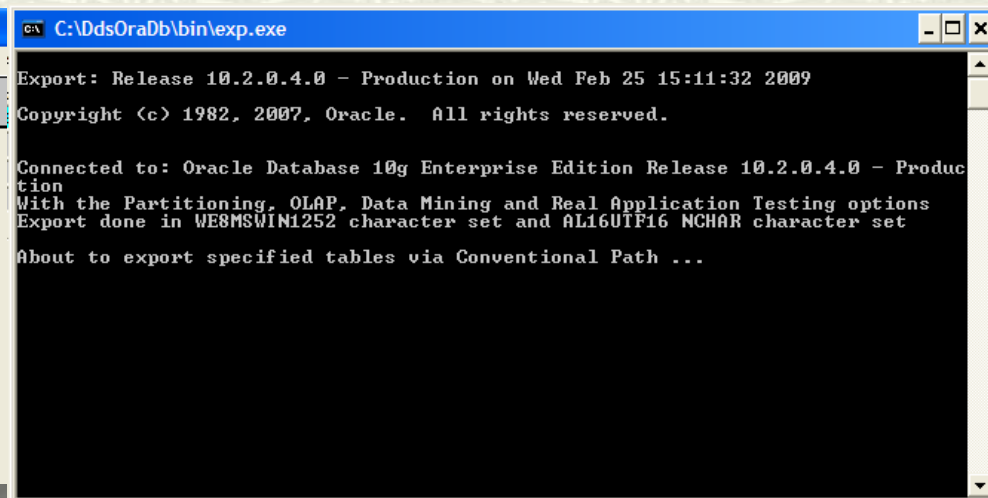
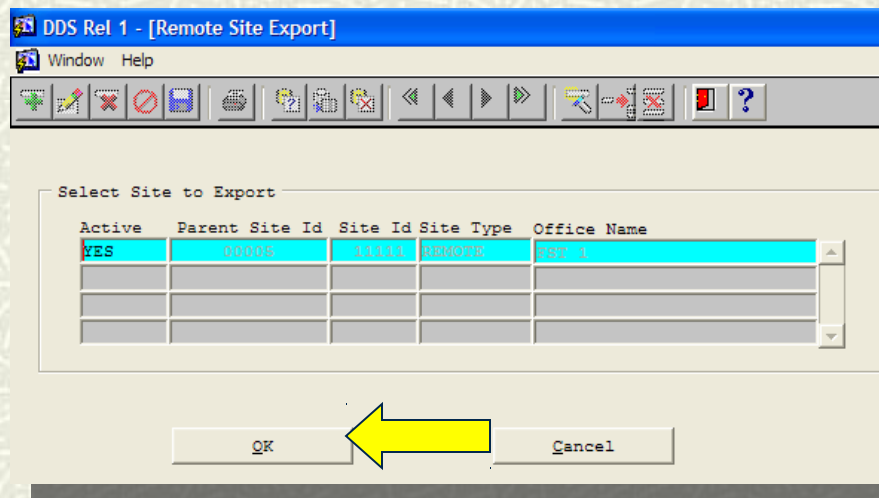
Site Export





CREATE AN FMST SITE - CREATE EXPORT FILE

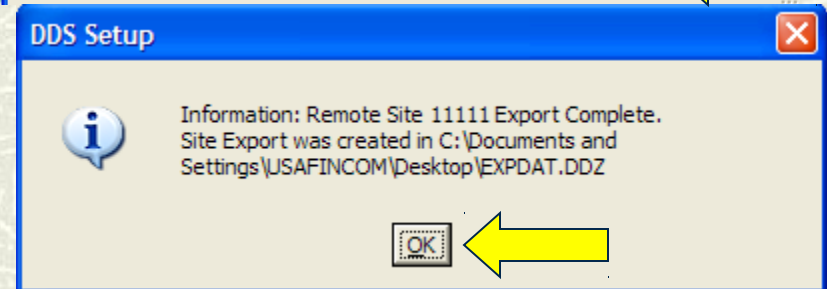
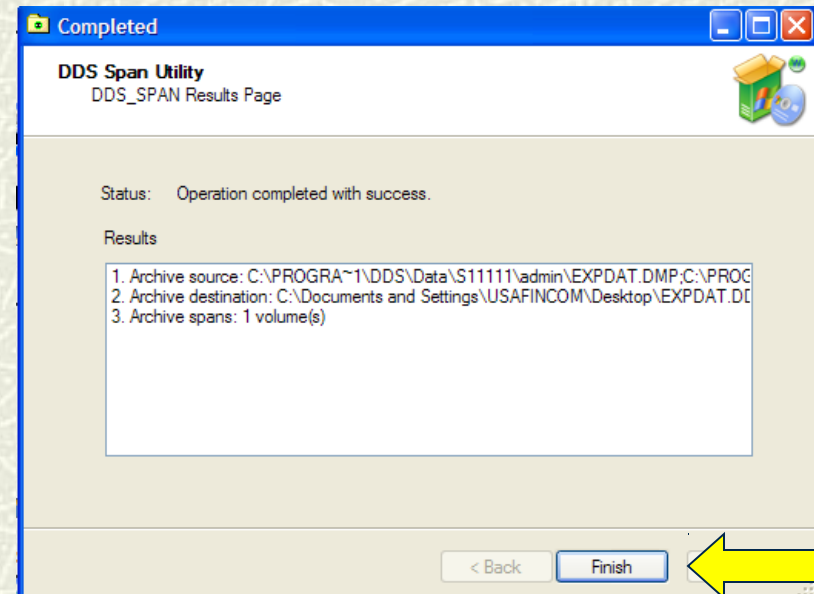
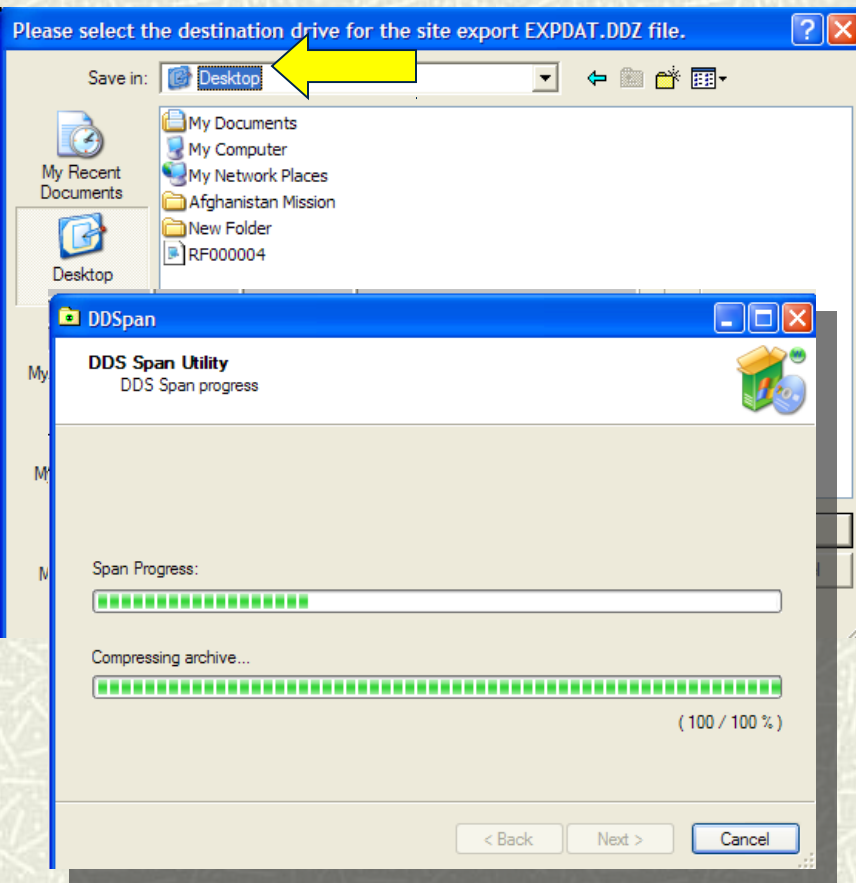
(6 of 11)





CREATE AN FMST SITE - CREATE EXPORT FILE

(7 of 11)

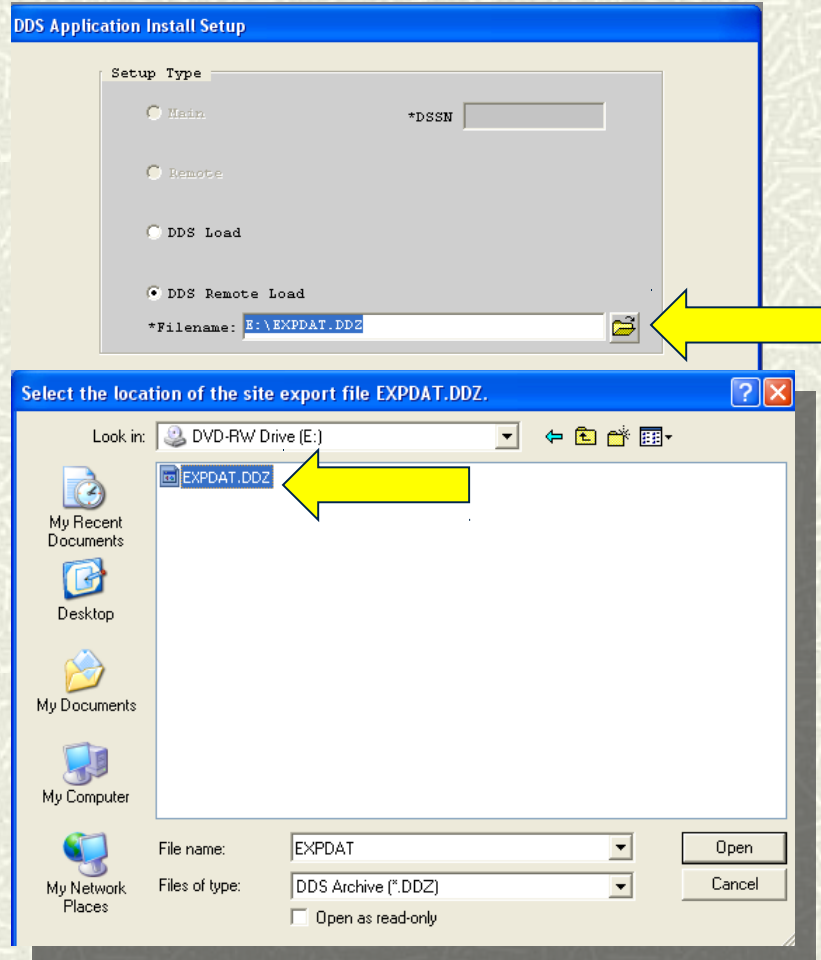




CREATE AN FMST SITE

LOAD EXPORT FILE ON FMST

- The DA will take the file created, "EXPDAT.DDZ" (8 of 11) and place it on the desktop of the FMST computer.





CREATE AN FMST SITE

LOAD EXPORT FILE ON FMST

(9 of 11)

DDS Application Install Setup

Setup Type

☐ Main

☐ Remote

☐ DDS Load

☒ DDS Remote Load

*DSSN

*Filename:

Please select the location of the site export EXPDAT.DDZ file.

Completed

DDS Span Utility

DDS_SPAN Results Page

Status: Operation completed with success.

Results

1. Archive source: E:\EXPDAT.DDZ
2. Archive destination: C:\PROGRA~1\DDS\Data\temp\
3. Extracted Files: SITEID.DAT,EXPDAT.DMP
4. Archive spans: 1 volume(s)

```
C:\DdsOraDb\bin\imp.exe

Import: Release 10.2.0.4.0 - Production on Thu Feb 26 08:24:11 2009
Copyright (c) 1982, 2007, Oracle. All rights reserved.

Connected to: Oracle Database 10g Enterprise Edition Release 10.2.0.4.0 - Production
With the Partitioning, OLAP, Data Mining and Real Application Testing options

Export file created by EXPORT:V10.02.01 via conventional path
Import done in WE8MSWIN1252 character set and AL16UTF16 NCHAR character set
```




CREATE AN FMST SITE

LOAD EXPORT FILE ON FMST

(10 of 11)

- The DA must choose option 2, "office set-up," then select edit, and save. This will open a business day.

Installation Login

*Site

*User Code

*Password

- User Code is "DDS"
- Password is "???????"

Site Setup Menu

- | | |
|-----------------------------|---|
| 1. Disbursing Officer Setup | 9. EFT Setup |
| 2. Office Setup | 10. U.S./Foreign Currency Check Configuration |
| 3. Table Maintenance | 11. Voucher Series Configuration |
| 4. Accounting Setup | 12. Balance Setup |
| 5. Currency Configuration | |
| 6. Default Accounting | |
| 7. User Setup | |
| 8. Vault Setup | |

Menu selection:



Site Setup Form

*Site *Site Id: Remote *SSN: ☒ Site in same database

*Department of ☐ Inactive

☐ Person ☒ Institution

FST 1

Address

☒ US ☐ Foreign

KANDAHAR

*Actg Svc: *Actg Type: GLAC: ☐ ODS ☐ WCD:

*Parent FSN/*AAA: UIC:

Phone: Fax: MILPAY Interface Type

☒ EDA/MyPay ☒ Advice of Payment ☐ SSN on AOP ☐ PCC

Active	Parent Site Id	Site Id	Site Type	Office Name
YES	00005	11111	REMOTE	FST 1



CREATE AN FMST SITE

LOAD EXPORT FILE ON FMST

(11 of 11)

- If a window appears stating that the business day must be opened first, then the user during office set-up did not select edit and save.
- A window will appear to open the business day. Once entered, the user will enter the current exchange rate.

Site Setup Menu

DDS Setup

Error: Please open a business day for site 11111 by pressing the edit button and then the save button in the office setup screen

Menu selection:

DDS Rel 1 - [DDS Set Business Day]

Prior Business Date:

*Current Calendar Date: 2/26/2009

*Current Business Date: A

OK Cancel

02/26/2009 A *Currency Code: A1 1 of 2

☒ Daily Exchange Rates?

Prior *Current

Accommodation:

Prevailing:

Official:

Average:

Curr Code	Accommodation	Prevailing	Official	Average
A1				
AF				

Forms

FRM-40404: Database apply complete: 3 records applied.

OK



CREATE AN FMST SITE FMST SITE LOAD EXPORT FILE ON FMST

(12 of 12)

- Click the “data load” button, the user will need to select “DD2665 Report.” This will finalize the FMST site’s daily business and require the user to open a new business day.

Site Setup Menu

1. Disbursing Officer Setup	9. EFT Setup
2. Office Setup	10. U.S./Foreign Currency Check Configuration
3. Table Maintenance	11. Voucher Series Configuration
4. Accounting Setup	12. Balance Setup
5. Currency Configuration	
6. Default Accounting	
7. User Setup	
8. Vault Setup	

Menu selection:

*File Name:

Records Imported:


Uncleared LDA Checks

Dishonored Checks

Deposits

EFT for Cash

DDS Setup

 Information: DD2665 has been finalized. Installation is complete.



MODULE 6 - SYSTEM ACCESS REQUEST





OTCnet

DD Form 2875 Access Request Form

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)			
PRIVACY ACT STATEMENT AUTHORITY: Executive Order 10450, 9397; and Public Law 90-474, the Computer Fraud and Abuse Act. PRINCIPAL PURPOSE: To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form. ROUTINE USES: None. DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.			
TYPE OF REQUEST <input type="checkbox"/> INITIAL <input type="checkbox"/> MODIFICATION <input type="checkbox"/> DEACTIVATE <input type="checkbox"/> USER ID		DATE (YYYYMMDD)	
SYSTEM NAME (Platform or Applications)		LOCATION (Physical Location of System)	
PART I (To be completed by Requestor)			
1. NAME (Last, First, Middle Initial)		2. ORGANIZATION	
3. OFFICE SYMBOL/DEPARTMENT		4. PHONE (DSN or Commercial)	
5. OFFICIAL E-MAIL ADDRESS		6. JOB TITLE AND GRADE/RANK	
7. OFFICIAL MAILING ADDRESS		8. CITIZENSHIP <input type="checkbox"/> US <input type="checkbox"/> FN <input type="checkbox"/> OTHER 9. DESIGNATION OF PERSON <input type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN <input type="checkbox"/> CONTRACTOR	
10. IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.) <input type="checkbox"/> I have completed Annual Information Awareness Training. DATE (YYYYMMDD)			
11. USER SIGNATURE		12. DATE (YYYYMMDD)	
PART II - ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR (If individual is a contractor - provide company name, contract number, and date of contract expiration in Block 16.)			
13. JUSTIFICATION FOR ACCESS			
14. TYPE OF ACCESS REQUIRED: <input type="checkbox"/> AUTHORIZED <input type="checkbox"/> PRIVILEGED			
15. USER REQUIRES ACCESS TO: <input type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CLASSIFIED (Specify category) <input type="checkbox"/> OTHER			
16. VERIFICATION OF NEED TO KNOW I certify that this user requires access as requested. <input type="checkbox"/>		16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 27 if needed.)	
17. SUPERVISOR'S NAME (Print Name)		18. SUPERVISOR'S SIGNATURE	
20. SUPERVISOR'S ORGANIZATION/DEPARTMENT		20a. SUPERVISOR'S E-MAIL ADDRESS	
21. SIGNATURE OF INFORMATION OWNER/OPR		21a. PHONE NUMBER	
22. SIGNATURE OF IAO OR APPOINTEE		21b. DATE (YYYYMMDD)	
23. ORGANIZATION/DEPARTMENT		24. PHONE NUMBER	
25. DATE (YYYYMMDD)			

DD FORM 2875, AUG 2009 PREVIOUS EDITION IS OBSOLETE. Adobe Professional 8.0

26. NAME (Last, First, Middle Initial)			
27. OPTIONAL INFO			
28. CLEARANCE LEVEL <input type="checkbox"/> LEVEL I <input type="checkbox"/> LEVEL II <input type="checkbox"/> LEVEL III			
29. VERIFIED BY (Print name)		30. SECURITY MANAGER TELEPHONE NUMBER	
31. SECURITY MANAGER SIGNATURE		32. DATE (YYYYMMDD)	
PART IV - COMPLETION BY AUTHORIZED STAFF PREPARING ACCOUNT INFORMATION			
TITLE	SYSTEM	ACCOUNT CODE	
	DOMAIN		
	SERVER		
	APPLICATION		
	DIRECTORIES		
	FILES		
	DATABASES		
DATE PROCESSED (YYYYMMDD)	PROCESSED BY (Print name and sign)	DATE (YYYYMMDD)	
DATE REVALIDATED (YYYYMMDD)	REVAL DATED BY (Print name and sign)	DATE (YYYYMMDD)	

DD FORM 2875 (BACK), AUG 2009

- Form must be submitted through the deployed FMSU (DDO/DO) to the FMSC (LSA).
- The FMSC (LSA) will create the user in ITIM.
- The FMSC (LSA) will forward access to
- Most common access requests:
 - CCA - Check Capture Administrator (unit IMO/TASO).
 - CCO - Check Capture Operator (cashier).
 - CCS - Check Capture Supervisor (DA/DM).
- Should have additional roles of MVD Viewer.



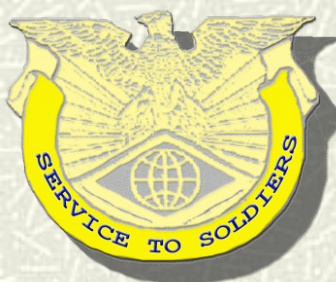
DDS HELPDESK CORP2 ACCESS REQUEST

DD Form 2875 Access Request Form

- Disbursing Office needs access in order to pull DDS updates, and post back-ups for audit.

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)			
PRIVACY ACT STATEMENT AUTHORITY: Executive Order 10450, 9397; and Public Law 90-474, the Computer Fraud and Abuse Act. PRINCIPAL PURPOSE: To record names, signatures, and other identifiers for the purpose of validating the trustworthiness of individuals requesting access to Department of Defense (DoD) systems and information. NOTE: Records may be maintained in both electronic and/or paper form. ROUTINE USES: None. DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.			
TYPE OF REQUEST <input type="checkbox"/> INITIAL <input type="checkbox"/> MODIFICATION <input type="checkbox"/> DEACTIVATE <input type="checkbox"/> USER ID		DATE (YYYYMMDD)	
SYSTEM NAME (Platform or Applications)		LOCATION (Physical Location of System)	
PART I (To be completed by Requestor)			
1. NAME (Last, First, Middle Initial)		2. ORGANIZATION	
3. OFFICE SYMBOL/DEPARTMENT		4. PHONE (DSN or Commercial)	
5. OFFICIAL E-MAIL ADDRESS		6. JOB TITLE AND GRADE/RANK	
7. OFFICIAL MAILING ADDRESS		8. CITIZENSHIP <input type="checkbox"/> US <input type="checkbox"/> FN <input type="checkbox"/> OTHER <input type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN <input type="checkbox"/> CONTRACTOR	
10. IA TRAINING AND AWARENESS CERTIFICATION REQUIREMENTS (Complete as required for user or functional level access.) <input type="checkbox"/> I have completed Annual Information Awareness Training. DATE (YYYYMMDD)			
11. USER SIGNATURE		12. DATE (YYYYMMDD)	
PART II - ENDORSEMENT OF ACCESS BY INFORMATION OWNER, USER SUPERVISOR OR GOVERNMENT SPONSOR (If individual is a contractor - provide company name, contract number, and date of contract expiration in Block 16.)			
13. JUSTIFICATION FOR ACCESS			
14. TYPE OF ACCESS REQUIRED: <input type="checkbox"/> AUTHORIZED <input type="checkbox"/> PRIVILEGED			
15. USER REQUIRES ACCESS TO: <input type="checkbox"/> UNCLASSIFIED <input type="checkbox"/> CLASSIFIED (Specify category) <input type="checkbox"/> OTHER			
16. VERIFICATION OF NEED TO KNOW I certify that this user requires access as requested. <input type="checkbox"/>		16a. ACCESS EXPIRATION DATE (Contractors must specify Company Name, Contract Number, Expiration Date. Use Block 27 if needed.)	
17. SUPERVISOR'S NAME (Print Name)		18. SUPERVISOR'S SIGNATURE	
20. SUPERVISOR'S ORGANIZATION/DEPARTMENT		20a. SUPERVISOR'S E-MAIL ADDRESS	
21. SIGNATURE OF INFORMATION OWNER/OPR		21a. PHONE NUMBER	
22. SIGNATURE OF IAO OR APPOINTEE		21b. DATE (YYYYMMDD)	
23. ORGANIZATION/DEPARTMENT		24. PHONE NUMBER	
25. DATE (YYYYMMDD)			

26. NAME (Last, First, Middle Initial)		
27. OPTIONAL INFORMATION (Additional Information)		
PART II - SECURITY MANAGER VALIDATES THE BACKGROUND INVESTIGATION OR CLEARANCE INFORMATION		
28. TYPE OF INVESTIGATION		28a. DATE OF INVESTIGATION (YYYYMMDD)
28b. CLEARANCE LEVEL		28c. IT LEVEL DESIGNATION <input type="checkbox"/> LEVEL I <input type="checkbox"/> LEVEL II <input type="checkbox"/> LEVEL III
29. VERIFIED BY (Print name)	30. SECURITY MANAGER TELEPHONE NUMBER	31. SECURITY MANAGER SIGNATURE
		32. DATE (YYYYMMDD)
PART IV - COMPLETION BY AUTHORIZED STAFF PREPARING ACCOUNT INFORMATION		
TITLE	SYSTEM	ACCOUNT CODE
	DOMAIN	
	SERVER	
	APPLICATION	
	DIRECTORIES	
	FILES	
	DATASETS	
DATE PROCESSED (YYYYMMDD)	PROCESSED BY (Print name and sign)	DATE (YYYYMMDD)
DATE REVALIDATED (YYYYMMDD)	REVAL DATED BY (Print name and sign)	DATE (YYYYMMDD)



DDS HELPDESK CORP2 EXAMPLE

ftp://corp2.dfas.mil/dds/

Log On As



To log on to this FTP server, type a user name and password.

FTP server: corp2.dfas.mil

User name:

smccormi

Password:

••••••••

After you log on, you can add this server to your Favorites and return to it easily.



FTP does not encrypt or encode passwords or data before sending them to the server. To protect the security of your passwords and data, use Web Folders (WebDAV) instead.

Learn more about [using Web Folders](#).

☐ Log on anonymously

☒ Save password

Log On

Cancel

dds.url

CMET_TEST

CF_061210_error.zip

TQ_061210_error.zip

40200_061215.zip

5579-1-121006-1942.zip

DDS_PENDLETON_20356_001.S...

6187070119SITE1.zip

cfexport070122.zip

BD_070123_1520.zip

cfexport_070124_1700.zip

Export20070125.zip

Size Type

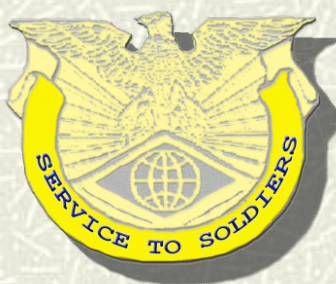
	File Folder	12/...
	File Folder	12/24/2006 4:22 AM
	File Folder	1/15/2007 4:48 AM
	File Folder	1/18/2007 2:39 PM
	File Folder	1/27/2007 2:09 AM
9.06 MB	File	8/25/2006 9:48 AM
520 bytes	SQL File	9/14/2006 2:17 AM
613 bytes	SQL File	9/14/2006 2:17 AM
49 bytes	MS-DOS Batch File	9/14/2006 2:17 AM
111 bytes	Text Document	9/14/2006 2:17 AM
1.28 MB	Text Document	11/5/2006 1:18 AM
336 KB	WinZip File	11/21/2006 7:22 AM
80 bytes	Internet Shortcut	11/26/2006 11:35 AM
8.55 MB	File	12/6/2006 2:29 PM
6.20 MB	WinZip File	12/10/2006 2:51 PM
11.0 MB	WinZip File	12/10/2006 2:52 PM
4.94 MB	WinZip File	12/15/2006 1:28 PM
107 MB	WinZip File	12/15/2006 2:27 PM
6.22 KB	SQL File	12/15/2006 6:36 PM
44.7 MB	WinZip File	1/19/2007 1:58 PM
8.28 MB	WinZip File	1/22/2007 4:42 PM
5.78 MB	WinZip File	1/23/2007 11:42 AM
8.33 MB	WinZip File	1/24/2007 9:42 AM
8.79 MB	WinZip File	1/25/2007 2:57 PM

- Users must place the DDS export on the Corp2 as required by DDS



EAGLECASH POC REQUEST FORM

FRBB → ↓ Communications Duty Positions	ACH Return Log	Unload/ Cashback Report	Hot/Warm List	Missing 2887 Report	KFD Report	RTN Report	Site specific inventory reports	Site specific financial reports	AOR specific inventory reports	All Reports w/metrics	Bulletins	EC News	AKO Site Folder (TR Files)	Daily emails for Missing Kiosk/TR Files
Finance Cashier	X	X	X								X	X	X	X
Certifying Officer	X	X	X	X							X	X	X	
Disbursing Manager	X	X	X	X	X	X	X	X			X	X	X	X
Disbursing Agent (DA)/ Pay Agent	X	X	X	X	X	X	X	X			X	X	X	X
Command Element										X	X	X	X	
Detachment Sergeant										X	X	X	X	
Detachment ECPOC			X		X	X	X				X	X	X	
FMCO ECPOC			X		X	X			X		X	X	X	
FMCECPOC										X	X	X	X	X



EAGLECASH POC REQUEST FORM

SVC-417 EagleCash AKO Access

Request Form

FORM # FRBB SVC-417

INSTRUCTIONS

1. A direct link to the form on AKO for Army personnel is at <https://www.us.army.mil/suite/files/9207522> and for Air Force personnel it is at <https://www.us.army.mil/suite/files/28184005>.
2. **NOTE: To fill out this form, please be sure to "enable all Macros" within the document.**
3. After completing ALL fields on this form,
 - For Army Finance requests, please submit to CPT Cornwell (latashya.s.cornwell@kuwait.swa.army.mil)
 - For Postal requests, please submit to SFC Dowdy (terry.v.dowdy@kuwait.swa.army.mil) or SSG Swink (christopher.m.swink@kuwait.swa.army.mil)
 - For CONUS, Saudi, Kosovo, Germany and Honduras requests, please submit to Tony Taylor (tony.taylor@dfas.mil)
 - For AAFES requests, please submit to Alisha Kim (kimal@aafes.com), Steve Donelson (donelson@aafes.com), or Tim Lane (lanet@aafes.com)
 - For Air Force requests, please submit through Michael Windsor (michael.windsor@wpafb.af.mil) or MSgt Kosino (brandi.kosino@afcent.af.mil)
 - For Navy requests, please submit to Jonathan Homeyer (jonathan.homeyer@fms.treas.gov)
 - For Marines requests, please submit to GySgt Angela Castro (angela.castro@usmc.mil)
4. The form will then be sent to FRBB via email to Eagle@bos.frb.org using "Form 417: POC Change Request" as the subject line.

Today's date:

[\[Click here to enter a date\]](#)

MILITARY BRANCH : (select one)

☒ ARMY ☐ AF ☐ NAVY ☐ USMC ☐ DFAS

AFFILIATION:

☐ FINANCE ☐ POSTAL ☐ AAFES ☐ OTHER

[Click here to enter text](#)

SECTION I: LOCATION INFORMATION

Country

Site Name/Location



EAGLECASH POC REQUEST FORM

First Name		Last Name		Middle	
Rank		Unit		DEROS (Date Estimated Return from Overseas)	
AKO Email			Preferred Email		
Is this a Temporary POC?	<i>Choose an item.</i>	Start Date	<i>Click here to enter a date.</i>	End Date	<i>Click here to enter a date.</i>

SECTION III: DUTY POSITION

Finance Cashier	<input type="checkbox"/>	Certifying Officer	<input type="checkbox"/>	Disbursing Manager	<input type="checkbox"/>	Disbursing Agent/AF Pay Agent	<input type="checkbox"/>	Command Element	<input type="checkbox"/>
Detachment Sergeant	<input type="checkbox"/>	Detachment EC POC	<input type="checkbox"/>	FMCO EC POC	<input type="checkbox"/>	FMC EC POC	<input type="checkbox"/>	Postal – COPE	<input type="checkbox"/>
Heater Postal Finance Officer	<input type="checkbox"/>	Non-Appropriated Funds (NAF) Custodian	<input type="checkbox"/>	AAFES Store Manager	<input type="checkbox"/>	MWR	<input type="checkbox"/>	DECA	<input type="checkbox"/>

SECTION IV: WOULD YOU LIKE TO DELETE A POC?

First Name		Last Name		Middle	
Rank		Effective Date of Deletion			
AKO Email			Preferred Email		

COMMENTS

For Assistance please call the EagleCash Customer Service Center:
Monday – Friday 0100 – 1900 Eastern Time (excluding United States Federal holidays)
Telephone: DSN 312-955-3555 or US 1-877-973-8982, Email: eagle@bos.frb.org



MODULE 7 - OTCHEL SYSTEM ADMINISTRATION





SYSTEM ADMINISTRATION - OTCnet

ADMINISTRATION

Check Capture ADMINISTRATOR (CCA)

fms

Enterprise Single Sign On

[Forgot your Password?](#) [Forgot your User Id?](#) [Register](#) [?](#)

Log In To: [HTTPS://qaa.otcnet.fms.treas.gov/otcnet/home.jsf?_request_token_=8531009335708368997](https://qaa.otcnet.fms.treas.gov/otcnet/home.jsf?_request_token_=8531009335708368997)

Select an authentication method and enter your credentials

Log In using your FMS:

SSO User ID and Password ▶

[SecurID Token](#)

[PKI Certificate](#)

To log in please enter your FMS Single Sign On User ID and Password.

User ID:

Password:

[Log In](#)

[Reset](#)

[Forgot your User Id?](#)

[Forgot your Password?](#)

- **User MUST be created prior to accessing OTCnet.**

WARNING
WARNING
WARNING

You have accessed a United States Government computer. Unauthorized use of this computer is a violation of federal law and may subject you to civil and criminal penalties. This computer and the automated systems, which run on it, are monitored. Individuals are not guaranteed privacy while using government computers and should, therefore, not expect it. Communications made using this system may be disclosed as allowed by federal law.



SYSTEM ADMINISTRATION - OTCnet

February 17, 2012 Home | My Profile | Training | Print | Help | Log Out

OTCnet
Deposits Made Simple

Online Application

Connection Status: **Online**

Welcome, Agency Ateaaa

Check Processing **Administration** Reports

Manage Organizations Manage Check Processing Audit

Organization Hierarchy ▸

- Modify
- Delete
- View
- Search

Check Processing **Administration** Reports

Manage Organizations ▾ Manage Check Processing ▾ Audit

Location: Home » Administration » Manage Organizations » Organization Hierarchy » Modify

Modify Organization

Step 1 of 3: Select OTC Endpoint

Select the OTC Endpoint you would like to modify.

CHK denotes check capture **TGA** denotes deposit processing **M** denotes mapped accounting code(s)

Organization Hierarchy: High Level Organizations

[Expand All](#) / [Collapse All](#)

- ☐ DOD - Department of Defense
 - ☐ US Army - Department of US Army
 - ☐ 13 FMC - Texas Training
 - ☐ 101000 - TX Fwd
 - ☐ 9999101001 - 13 FMC TX - 9999101001 **CHK**



SYSTEM ADMINISTRATION - OTCnet

Check Processing

Administration

Reports

Manage Organizations ▾ Manage Check Processing ▾ Audit

Location: [Home](#) » [Administration](#) » [Manage Organizations](#) » [Organization Hierarchy](#) » [Modify](#)

Modify Organization

12

Step 2 of 3: Update OTC Endpoint Information

Update the OTC Endpoint information.

Organization Hierarchy: DOD - Department of Defense
OTC Endpoint: 9999101001 - 13 FMC TX - 9999101001

* Denotes required fields.

General

Short Name*
9999101001

Description*
13 FMC TX

☐ Allow OTC Endpoint to create deposits for over-the-counter collections

☒ Check Cashing Policies

☒ Data Privacy

☒ Enable Check Signature

☐ Add lower levels to this OTC Endpoint

Advanced Administration



SYSTEM ADMINISTRATION - OTCnet

▶ ☐ Allow OTC Endpoint to create deposits for over-the-counter collections

▶ ☒ Check Cashing Policies

▶ ☒ Data Privacy

▼ ☒ Enable Check Capture

ALC+2 *

9999101001

Queue Interface

☒ Yes ☐ No

OTC Verification Group

Short Name (Starting With)

9999101001

OTC Verification Group Current Agency Site 13 FMC TX			
Short Name	Description	ALC+2	Delete
9999101001	13 FMC TX	9999101001	<input type="checkbox"/>



SYSTEM ADMINISTRATION - OTCnet

Check Processing Administration Reports

Manage Organizations Manage Check Processing Audit

Location: [Home](#) > [Administration](#) > [Manage Organizations](#) > [Organization Hierarchy](#) > [Modify](#)

Modify Organization

Step 3 of 3: Review OTC Endpoint

Verify the following information is correct and click **Submit** to modify the OTC Endpoint.

Organization Hierarchy: DOD - Department of Defense
OTC Endpoint: 9999101001 - 13 FMC TX - 9999101001

[\[Edit\]](#)

General	
Short Name	9999101001
Description	13 FMC TX
OTC Endpoint (TGA)	No
OTC Endpoint (CHK)	Yes

Check Capture	
ALC+2	9999101001
Queue Interface	Yes

Modify Organization

Confirmation

The following OTC Endpoint has been modified.

Organization Hierarchy: DOD - Department of Defense
OTC Endpoint: 9999101001 - 13 FMC TX - 9999101001

General	
Short Name	9999101001


[Return Home](#)

[« Previous](#) [Cancel](#) [Submit](#)



SYSTEM ADMINISTRATION - OTCnet

February 17, 2012 [Home](#) | [My Profile](#) | [Training](#) | [Print](#) | [Help](#) | [Log Out](#)

 **OTCnet**SM
Deposits Made Simple

Online Application

Connection Status: **Online**

Welcome, Agency Aateaa

Check Processing | **Administration** | **Reports**

Manage Organizations ▾

Manage Check Processing ▾

Terminal Configuration ▶

Manage Centralized Deployment ▶

Modify

View

Terminal Configuration

Step 2 of 4: Update the Terminal Configuration

▼ System Configuration

LVD Usage

	Personal Check	Non Personal
Customer Present	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Customer Not Present	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



SYSTEM ADMINISTRATION - OTCnet

Receipt Printing

☐ Person Present☒ Manual☐ Automatic ☐ with preview☐ Person Not Present☒ Manual☐ Automatic ☐ with preview

Printer Name

Terminal IDs are pre-assigned by the OTCnet fiscal agent. Contact the OTC Support Center to obtain the terminal ID (DSN: 510-428-6824 (options 1, 2, 4)). Once the Terminal ID has been entered, it cannot be changed

Application Configuration

Terminal ID*

Host Name cin-30271003

Processing
☒ Single
☐ Batch

Cashflow
☒ Settle Best Method ☐ Back Office Processing Only
☐ Truncate All Items

Batch Control
☐ Optional
☒ Mandatory

Batch Control Prompts
☐ Prompt on Batch Create
☒ Prompt on Batch Close



SYSTEM ADMINISTRATION - OTCnet

▼ Devices Configuration

Scanner*	RDM EC7000i	▼
Communication Channel *	<input checked="" type="radio"/> USB Port	
	<input type="radio"/> Serial Port	COM1 ▼
Franking Enabled	<input type="checkbox"/>	
Keypad Enabled	<input type="checkbox"/>	
Keypad Communication Channel	<input type="radio"/> Pass Through Channel	
	<input checked="" type="radio"/> Serial Port	COM1 ▼

Cancel	Next »
--------	--------



SYSTEM ADMINISTRATION - OTCnet

Terminal Configuration

Step 3 of 4: Update the Configured OTC Endpoints

Available OTC Endpoints

<< < Page 1 > >> of 6 Pages

ALC+2	OTC Endpoint	Form Version	Description	Add [Check All / Uncheck All]
9999101002	9999101002	1040	4 FMCO TX	<input type="checkbox"/>
9999101104	9999101104	1040	93 FMCO GA	<input type="checkbox"/>
9999101301	9999101301	1040	266 FMC Germany	<input type="checkbox"/>
9999101305	9999101305	1040	D Det, 106 FMCO Italy	<input type="checkbox"/>

Add >>

Configured OTC Endpoints

Default OTC Endpoint	ALC+2	OTC Endpoint	Form Version	Description	Remove [Check All / Uncheck All]
<input type="radio"/>	9999102002	9999102002	1040	OST2 IN	<input type="checkbox"/>
<input checked="" type="radio"/>	9999101001	9999101001	1040	13 FMC TX	<input type="checkbox"/>

Remove

<< Previous

Cancel

Next >>



SYSTEM ADMINISTRATION - OTCnet

Location: [Home](#) » [Administration](#) » [Manage Check Processing](#) » [Terminal Configuration](#) » [Modify](#)

Terminal Configuration

Step 4 of 4: Review the Terminal Configuration

Please review the Terminal Configuration record and click submit to save the changes

OTC Endpoint Configuration

 [\[Edit\]](#)

Configured OTC Endpoints

Default OTC Endpoint	ALC+2	OTC Endpoint	Form Version	Description
	9999102002	9999102002	1040	OST2 IN
✓	9999101001	9999101001	1040	13 FMC TX

Added OTC Endpoints

There are no new OTC Endpoints added

Removed OTC Endpoints

There are no OTC Endpoints Removed

System Configuration

 [\[Edit\]](#)

LVD Usage

	Personal Check	Non Personal
Customer Present	✓	✓
Customer Not Present	✓	✓

Receipt Printing

Printer Name

\\CIN-PU-W-2.DS.DFAS.MIL\CIN-P2-1-1
29W-HP4250



SYSTEM ADMINISTRATION - OTCnet

Application Configuration

 [\[Edit\]](#)

Terminal ID	123456789
Host Name	CIN-48624983
Processing	Single
Cashflow	Settle Best Method
Batch Control	Mandatory
Batch Control Prompts	Prompts on Batch Close

Devices Configuration

 [\[Edit\]](#)

Scanner	RDM EC7000i
Communication Channel	USB Port
Franking Enabled	
Keypad Enabled	
Keypad Communication Channel	

[« Previous](#)[Cancel](#)[Submit](#) 



MODULE 8 - PHYSICAL SECURITY/ECC FORMS





SECURITY FORMS - SF 700

- SF 700 should be placed inside the security container.
- An additional copy of the form with either the combination or an extra key should be placed in an envelope and kept at the BN/BDE S-2 or Mayors cell for safekeeping. The envelope should be sealed, signed across the sealed opening, and clear tape placed over the signature to ensure that the envelope is not compromised.
- A memo should be generated to maintain on hand that identifies where the extra set of keys/combination is located. The memo will be located out of view of the public.

SECURITY CONTAINER INFORMATION		
INSTRUCTIONS 1. COMPLETE PART 1 AND PART 2A (ON END OF FLAP). 2. DETACH PART 1 AND ATTACH TO INSIDE OF CONTAINER. 3. MARK PARTS 2 AND 2A WITH THE HIGHEST CLASSIFICATION STORED IN THIS CONTAINER. 4. DETACH PART 2A AND INSERT IN ENVELOPE. 5. SEE PRIVACY ACT STATEMENT ON REVERS.	1. AREA OR POST (if required)	2. BUILDING (if required)
	4. ACTIVITY (DIVISION, BRANCH, SECTION OR OFFICE)	5. CONTAINER NO.
	6. MFG & TYPE CONTAINER	7. MFG & TYPE LOCK
	8. DATE COMBINATION CHANGED	
	9. NAME AND SIGNATURE OF PERSON MAKING CHANGE	
10. Immediately notify one of the following persons if this container is found open and unattended.		
EMPLOYEE NAME	HOME ADDRESS	HOME PHONE
11. ATTACH TO INSIDE OF CONTAINER		

700-101
 NSAI3540-01-214-5372

STANDARD FORM 700 (8-85)
 Prescribed by GSA/ISOO
 32 CFR 2003

WARNING

WHEN COMBINATION ON PART 2A IS ENCLOSED, THIS ENVELOPE MUST BE SAFEGUARDED IN ACCORDANCE WITH APPROPRIATE SECURITY REQUIREMENTS.

CONTAINER NUMBER	

COMBINATION

	turns to the (Right) (Left) stop at	
	turns to the (Right) (Left) stop at	
	turns to the (Right) (Left) stop at	
	turns to the (Right) (Left) stop at	

WARNING

THIS COPY CONTAINS CLASSIFIED INFORMATION
WHEN COMBINATION IS ENTERED.
UNCLASSIFIED UPON CHANGE OF COMBINATION

2A	INSERT IN ENVELOPE	SF700 (8-85) Prescribed by GSA/ISOO 32 CFR 2003
----	--------------------	--



SECURITY FORMS - SF 701

ACTIVITY SECURITY CHECKLIST				DIVISION/BRANCH/OFFICE Disbursing Agent, Camp Al Asad, Iraq														ROOM NUMBER DA Office		MONTH AND YEAR Aug 2006		
Irregularities discovered will be promptly reported to the designated Security Office for corrective action				I have conducted a security inspection of this work area and																		
TO (if Required) Finance Office Camp Arifjan, Kuwait				FROM (if required) Finance Office Camp Al Asad, Iraq														THROUGH (if required)				
ITEM	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
1. Security containers have been locked and checked.																						
2. Desks, wastebaskets and other surfaces and receptacles are free of classified material.																						
3. Windows and doors have been locked (where appropriate).																						
4. Typewriter ribbons and ADP devices (e.g., disks, tapes) containing classified material have been removed and properly stored.																						
5. Security alarm(s) and equipment have been activated (where appropriate).																						
INITIAL FOR DAILY REPORT	WVW																					
TIME																						

- SF 701 should be placed on the inside of the secured area's door.
- The form should be initialed on the appropriate day's block prior to leaving for the day.

STANDARD FORM 701 (8-85)



SECURITY FORMS - SF 702

SECURITY CONTAINER CHECK SHEET								
TO (If required)			THRU (If required)					
CERTIFICATION								
I CERTIFY, BY MY INITIALS BELOW, THAT I HAVE OPENED, CLOSED OR CHECKED THIS SECURITY CONTAINER IN ACCORDANCE WITH PERTINENT AGENCY REGULATIONS AND OPERATING INSTRUCTIONS.								
MONTH/YEAR								
DATE	OPENED BY		CLOSED BY		CHECKED BY		GUARD CHECK (If required)	
	INITIALS	TIME	INITIALS	TIME	INITIALS	TIME	INITIALS	TIME

- SF 702 should be placed on the outside side of the secured container's door.
- The form should be initialed each time the container is opened or closed.



EAGLECASH INCIDENT REPORT FORM - SVC 414

(1 of 2)

EAGLECASH INCIDENT REPORT FORM

SENSITIVE

INSTRUCTIONS

1. After completing Section I, please submit to FRBB via AKO or EagleCash CoP. DO NOT EMAIL.
2. After four business days of receipt of an IR, FRBB will perform an ACH credit to the cardholder's bank account of record. These Incidents will be reflected on the tab "Resolved Incident Reports" indicating the balance credited to the cardholders account.
3. For cardholders without a US bank account, FO will need to complete Section III, resubmit IR and complete a 215 Deposit Ticket and 5515 Debit voucher

SECTION I (COMPLETED BY FINANCE OFFICE)

Today's date:	[[Click here to enter a date]]		Date of Incident (if other than today)	[[Click here to enter a date]]	
Finance Office DSN	[[Click here to enter text]]		Site Name/Location	[[Click here to enter text]]	
FO Contact Name	[[Click here to enter text]]		EC Card Number to be cancelled (last 7 digits)	[[Click here to enter text]]	
SSN (last 4 only)	[[Click here to enter text]]		Permanent Email Address	[[Click here to enter text]]	
Last Name	[[Click here to enter text]]		First Name	[[Click here to enter text]]	
Permanent Home/ Mailing Address	[[Click here to enter text]]			Cardholder Phone #	[[Click here to enter text]]
City	[[Click here to enter text]]	State	[[Click here to enter text]]	Zip	[[Click here to enter text]]
Incident Type (Select one)		Other (Please Explain)			
[[Choose an item]]		[[Click here to enter text]]			
Finance Office Comments		[[Click here to enter text]]			
Special Instructions: If a card is used to conduct an "unauthorized " transaction, after completing the IR, please have the cardholder file a report with the Military Police					
New Card Issued?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If YES, List Last 7 digits of new card	[[Click here to enter text]]	
Date Reissued (if other than today)	[[Click here to enter a date]]				

- After completing section 1, the DA will submit the form to FRBB via EC-AKO. The form will be maintained at all times on the EC-AKO site.
- The DA will annotate the IR on their internal log.
- The DA will verify the next business day that the IR submitted has been posted to the FRBB IR log.



EAGLECASH INCIDENT REPORT FORM - SVC 414

(2 of 2)

- After 4 business days, FRBB will perform a credit to the customer's bank account on record (DD Form 2887).
- The IR will be reflected on the tab "Resolved Incident Reports" which will indicate the balance credited to the customer's account.

SECTION II (FOR FRBB OFFICIAL USE ONLY) PLEASE DONOT WRITE IN THIS SECTION					
Receive Date	[Click here to enter a date]	ECC Balance	[Click here to enter text]		
Response Date to FO	[Click here to enter a date]	Processed Via ACH?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
FRBB comments	[Click here to enter text]				
SECTION III (FOR CARDHOLDERS WITHOUT US BANK ACCOUNT)					
Date	[Click here to enter a date]	215 Deposit ticket	[Click here to enter text]	5515 Debit Voucher	[Click here to enter text]
Value Assigned to Reissued Card	[Click here to enter text]	Balance	[Click here to enter text]	Balance	[Click here to enter text]
<p>*** For Assistance please call the EagleCash Customer Service Center: Monday – Friday 0100 – 1900 Eastern Time (excluding United States Federal holidays) Telephone: DSN 312-955-3555 or IIS 1-877-673-8082 Email: eaglecash@icm.army.mil</p>					

- **For cardholders without a US bank account, the FM unit will need to complete section III and resubmit the IR to FRB via EC-AKO.



EAGLECASH INCIDENT REPORT LOG - AKO

- The IR log is located on the EC-AKO site under "Incident Reports."

1	Base	Recd Date	Reason	Name	Card	Balance	Status	Resi
14	CSC Phone Request	9/15/11	other	Almeida, Michael	1692087	\$62.17	In Process	
15	CSC Phone Request	9/15/11	other	Barroll, Nicholas	1721627	\$42.20	In Process	
16	CSC Phone Request	9/15/11	other	Burger, Corrie	1295415	\$386.87	In Process	
17	FRBB Direct	9/15/11	other	Dolan, William	1743000	\$59.56	In Process	
18	Shank	9/15/11	Damaged	Hunt, Timothy	1475744	\$17.00	In Process	
19	Shank	9/15/11	Damaged	Moore, Mickey	1809336	\$200.00	In Process	
20	As Sayliyah	9/15/11	Damaged	Moreno, Kelly	1407304	\$50.78	In Process	
21	As Sayliyah	9/15/11	expired	Reeves, Matthew	1131516	\$13.54	In Process	
22	Wilson	9/15/11	Damaged	Reyes, Dina	1365720	\$84.26	In Process	
23	Wilson	9/15/11	Lost	Singleton, Samuel	1729886	\$3.06	In Process	
24	Walton	9/15/11	Lost	Stayner, Ashley	1795473	\$22.87	In Process	
25	Spann/Marmal	9/15/11	Damaged	Wagner, Sara	1056329	\$3.67	In Process	
26	Liberty	9/15/11	Lost	Bush, Milton	1387123	\$27.03	In Process	
27	Liberty	9/15/11	other	Fernandez, John	1700888	\$0.00	In Process	
28	Kalsu	9/15/11	Lost	Gilman, George	1736006	\$0.52	In Process	



EAGLECASH REQUEST FORMS - SVC FORM 411

- **SVC Form 411**
- **Process for Supplies and replacement parts.**
- **Submit to FRBB in accordance with local policy.**

EagleCash Equipment Request Form: Replacement Hardware & Supplies

The purpose of this form is to ensure prompt handling of all requests for all replacement devices and supply requests. Please email your request to Eagle@bos.frb.org; and include the following in the email subject line: "Hardware and Supply Requests - (Base Name)"

Please fill out the Name and Address of recipient who will receive the supplies.

Name: _____
Address: _____

Date of Request: _____
Army ☐
Air Force ☐
DMPO ☐
Marines ☐

Replacement Hardware (New device / equipment requests require approval from USAFMCOM, Air Force or MCDOSS.) NOTE: When replacing kiosks and laptops, please contact FRBB for RTN authorization.

Device Number: _____
RTN Number: _____
Device type: (please check the appropriate boxes)
Countertop POS ☐
Mobile POS ☐
Kiosk ☐
Laptop ☐
ACH Laptop ☐
Other Equipment ☐

Finance Office ☐
Post Office ☐
AAFES ☐

Other: _____

Identify Equipment: _____

Base Name: _____
Merchant Name: _____
Facility / Postal Number: _____
Serial Number of Device: _____
Description of problem: _____
Are there any transactions on the device: _____

Power Source
110 V (US) ☐
220 V ☐
Plug Type
European (round 2-prong) ☐
U. K. / Asia (flat 3-prong) ☐



EAGLECASH REQUEST FORMS - SVC FORM 411

<p>Device Number: _____</p> <p>Device type: (please check the appropriate boxes)</p> <table style="width: 100%;"> <tr> <td>Countertop POS</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Mobile POS</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Kiosk</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Laptop</td> <td><input type="checkbox"/></td> </tr> <tr> <td>ACH Laptop</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Other Equipment</td> <td><input type="checkbox"/></td> </tr> </table> <p>Base Name: _____</p> <p>Merchant Name: _____</p> <p>Facility / Postal Number: _____</p> <p>Serial Number of Device: _____</p> <p>Description of problem: _____</p> <p>Are there any transactions on the device: _____</p> <p>Additional comments: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	Countertop POS	<input type="checkbox"/>	Mobile POS	<input type="checkbox"/>	Kiosk	<input type="checkbox"/>	Laptop	<input type="checkbox"/>	ACH Laptop	<input type="checkbox"/>	Other Equipment	<input type="checkbox"/>	<p>Finance Office <input type="checkbox"/></p> <p>Post Office <input type="checkbox"/></p> <p>AAFES <input type="checkbox"/></p> <p>Other: _____</p> <p>Identify Equipment: _____</p> <p>Power Source</p> <p>110 V (US) <input type="checkbox"/></p> <p>220 V <input type="checkbox"/></p> <p>Plug Type</p> <p>European (round 2-prong) <input type="checkbox"/></p> <p>U. K. / Asia (flat 3-prong) <input type="checkbox"/></p>
Countertop POS	<input type="checkbox"/>												
Mobile POS	<input type="checkbox"/>												
Kiosk	<input type="checkbox"/>												
Laptop	<input type="checkbox"/>												
ACH Laptop	<input type="checkbox"/>												
Other Equipment	<input type="checkbox"/>												

• SVC Form 411 (cont.)

Supply Request	
<p>Location: _____</p> <p>Merchant Name: _____</p> <p>Supplies needed: _____</p> <p>_____</p> <p>Additional comments: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	

For questions please contact FRBB Customer Service Center Hours are M - F from 0100 hours - 1900 hours Eastern Time Zone, excluding federal

Toll-Free 877-973-8982 or DSN 312-955-3555; Email: eagle@bos.frb.org

www.fms.treas.gov/eaglecash



EAGLECASH REQUEST FORM - SVC FORM 412

EagleCash Equipment Request Form: New Hardware

The purpose of this form is to ensure prompt handling of all requests for new devices. Please email your order to Eagle@oas.frb.org; and state the following in the email subject line: "New Hardware Requests - (Base name - Type of Vendor)"

Note: This form is only for use if your case has already completed its initial EagleCash Deployment.

Please fill out the Name and Address of recipient who will receive the equipment

Name: _____
Address: _____

Date of Request: _____
Army ☐
Air Force ☐
DMPO ☐
Marines ☐

New Hardware (New device / equipment requests require approval from USAFMCOM, Air Force, MCDOS and the US Treasury.)

Finance Office ☐ AAFES ☐ Other: _____
Post Office ☐
Base Name: _____

(please check the appropriate box) New customer ☐

Note: Please check above box if you have not participated in the EagleCash program.

Expansion ☐

Note: Please check above box if you have participated in the EagleCash program and require additional devices to service your internal customers.

Device type: (please check the appropriate boxes and indicate quantity needed with type of power source)

Countertop POS	<input type="checkbox"/>	Quantity needed	<input type="checkbox"/>	Power Source 110 V (US) <input type="checkbox"/> 220 V <input type="checkbox"/>
Mobile POS	<input type="checkbox"/>	Quantity needed	<input type="checkbox"/>	
Other Equipment	<input type="checkbox"/>	Quantity needed	<input type="checkbox"/>	
Laptop	<input type="checkbox"/>	Quantity needed	<input type="checkbox"/>	Plug Type European (round 2-prong) <input type="checkbox"/> U. K. / Asia (flat 3-prong) <input type="checkbox"/>
ACH Laptop	<input type="checkbox"/>	Quantity needed	<input type="checkbox"/>	
Kiosk	<input type="checkbox"/>	Quantity needed	<input type="checkbox"/>	
Other Equipment	<input type="checkbox"/>	Quantity needed	<input type="checkbox"/>	
Identify Equipment: _____				
Merchant Name: _____				
Facility / Postal Number: _____				

JUSTIFICATION:

For questions please contact FRBB Customer Service Center Hours are M - F from 0100 hours - 1900 hours Eastern Time Zone, excluding Federal holidays.

Toll-Free 877-973-8982 or DSN 312-955-3555; Email: eagle@oas.frb.org
www.fms.treas.gov/eaglecash

- **SVC Form 412**
 - **New hardware.**
 - **Submit through appropriate channels.**
 - **Acknowledge receipt of equipment.**
 - **DA Form 3161.**
 - **Post DA Form 3161 to AKO folder.**



MODULE 9 - CONTACT INFORMATION





DDS HELP DESK INFORMATION

INFORMATION

- **DDS helpdesk mission is to support the deployed environment by providing assistance for DDS related issues.**
- **If the DA encounters a problem the DDO should always be contacted first. If the DDO is unable to assist, they will direct the DA to call the DDS helpdesk.**



#Phone Number:

#Commercial: (317) 212-1490

#DSN: (318) 699-1490

#Blackberry: (317) 209-6328

#Email address: cin-ddshelpdesk@dfas.mil



OTCnet SUPPORT CENTER INFORMATION

#OTCnet Treasury Support Center:

- **Comm: 1-866-945-7920 Calling From DSN: (First Dial 809-463-3376)**
- **DSN: 510-428-6824**
- **OTCnet Mailbox: FMS.OTCChannel@citi.com**
- **OTCnet Website: <http://www.otcnet.fms.treasury.gov>**

#Policy and Hardware Requests

- **Mr. Russ Hacecky**
 - russell.hacecky@dfas.mil
 - **(317) 212-3640 (DSN: 699)**





EAGLE CASH HELP DESK INFORMATION

INFORMATION

■ ECC Customer Service Center

■ Hours of Operation

0100 - 1900 hours ET

Monday - Friday (excluding Federal Holidays)

DSN: (312) 955 - 3555

■ **US Toll Free: 1 - 877 - 973 - 8982**

■ **Fax: (617) 973 - 3898**

(for the latest SOP, Quick Reference Guides, Bulletins, and Newsletters, etc.)

<https://www.us.army.mil/suite/page/387344>

■ Point of Contact

■ **Mr. Charles (Tony) Taylor**

■ tony.taylor@dfas.mil


■ **(317) 212-5378 (DSN: 699)**






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Army Financial Management
Assistant Secretary of the Army for Financial Management & Comptroller



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